Application for Admission
Academic Year 2024
Deadlines for Submission:

DAY: *January Intake*— **12th January**; *July Intake*— **12th July**
ONL (Online-Learning): *January Intake*— **12th January**; *July Intake*— **12th July**
International Students: *January Intake*— **15th December**; *July Intake*— **14th June**

1. Personal Information

Field		Field	
Title		**Male(M) / Female(F)**	
		Single(S) / Married(M)	
		Date of Birth (DD/MM/YY) D D - M M - Y Y	
		Age on Jan 1, 2024	
Surname / Family Name		**NRC Number**	
Forename(s) / Given Name(s)		**Passport Number**	
Postal / Physical Address			
City / Town		**Primary Phone (Mobile)**	
Province / State		**Secondary Phone (Work/Home)**	
Country		**WhatsApp Number**	
Nationality		**Country of Birth**	
E-Mail Address		**Zip Code**	

In case of emergency, whom should we contact:

Field		Field	
		Relationship (*The Contact Person is My*)	
Surname / Family Name		**Mobile Phone**	
Forename(s) / Given Names(s)		**NRC/Passport Number**	
Postal Address			
City / Town			
Province / State		**Country**	

Medical Information

Yes	No	Please check Yes or No for the following questions. If Yes is checked, please explain in the space provided.	
		Do you regularly take any medication? If so, please explain:	
		Do you suffer from any medical condition or disease which may affect your ability to attend classes? If so, please explain:	
		Do you have any disabilities or special needs (including dyslexia, are you deaf or blind, wheelchair bound, etc.)? If so, please explain:	
		Have you had any criminal convictions? If so, please explain:	
		Do you have any dependents? If so, please indicate their Names and Current Ages:	

Name	Relationship	Age	Name	Relationship	Age

2. Education

Are you a Northrise University Graduate

Yes ☐   No ☐   If Yes, please provide your NU Student ID: _____ Graduation Year at NU: _____

Secondary and Higher Education School Name	Part Time or Full Time	From		To		Level, Certificate, Diploma or Degree Obtained	Overall Grade
		Month	Year	Month	Year		

Scholastic Honors, Professional Certifications or Accomplishments Name of Organization	Received		Honor, Level or Certification Obtained	Admin Only
	Month	Year		

3. Employment

List your current or most recent employment first Name of Organization	Nature of Work	From		To		Name of Last Supervisor	Reason for Termination
		Month	Year	Month	Year		

Current Job and Responsibilities (Indicate Details If Applicable)

Name of Organization: _____   Industry Sector: _____

Name of Supervisor _____   Start Year/Month: _____

Describe your responsibilities below: Position : _____

4. Who is Financing your Education? Indicate the details for your Individual or Organizational Sponsor in the space below.

Sponsor Org Name: _____   **Relationship with Sponsor (Who are they to you) :** _____

Sponsor First Name: _____   **Sponsor Last Name:** _____

Sponsor Mobile Number: _____   **Sponsor NRC/Passport Number:** _____

Sponsor Working Email: _____

Sponsor Postal Address: _____

5. Payment Plan

Please read the Payment Plan information under Appendix A of this application form and indicate by ticking which plan would be suitable for you:

Full Tuition (FT) ☐   Half Course (HC) ☐   Prorated Payment (PP) ☐

6. Applying For *(Programs on Offer)*

Indicate if you are applying for a full degree program or wish to only take subject(s) within a Program. | Full Program ☐ | Subject(s) ☐
List your Subject(s) of Interest (Maximum of 5):

1|_____   2|_____

3|_____   4|_____

The following programs are being offered for Academic Year 2023. The mode of study applicable for each program on offer is indicated besides each program. Please pay attention to ensure that you choose a program that's on offer in the mode of study you wish to apply under (when you wish to study). *DAY means program is offered during the day; and ONL means program is offered via Online Learning, tailored for people who cannot attend regular classes.*

2024 PROGRAMS ON OFFER	Indicate Your Program of Choice Below
UNDERGRADUATE DEGREE PROGRAMS	**NOTE:** *Please indicate a program under your preferred Study Group*
FOUNDATION PROGRAMS	
• GAP Semester—Tailored for current school leavers (Offered under January Intake Only)	**DAY Preferred Program:** *(I am applying to study during the day)*
• A-Levels (Arts)—A-Levels in Arts (Foundation Courses)	
• A-Level (Science)— A-Level in Science (Mathematics, Chemistry, & Biology)	Write your Program Name preference below:
Note: If you do not wish to take all courses under A-levels, please indicate in Section 6 the specific courses you wish to take.	
DAY PROGRAMS	
• BBA—Bachelor of Business Administration	
• BFA — Bachelor of Finance and Accounting	
• LLB—Bachelor of Laws	
• BIT (WSD) —Bachelor of Information Technology in Web & Software Development	
• BSc (CS) — Bachelor of Science in Computer Science	
• BScN—Bachelor of Science in Nursing	
ONL PROGRAMS	**Online Learning Preferred Program** *(I am applying to study via Online Learning)*
• BBA—Bachelor of Business Administration	
• BFA — Bachelor of Finance and Accounting	Write your Program Name preference below:
• BIT (WSD) —Bachelor of Information Technology in Web & Software Development	
• BTH—Bachelor of Theology	
• LLB—Bachelor of Laws	
• DipHRM—Diploma in Human Resource	
POSTGRADUATE PROGRAMS—*(Online Learning Only)*	
• MBA—Master of Business Administration (18 months)	**Second and Third Program Choices**
POSTGRADUATE DIPLOMA PROGRAMS (Online Learning Only)	
• PGDTM—Postgraduate Diploma in Teaching Methodology	Should a program you choose be full, you may be moved to another program, please indicate your other preferred programs in order of most preferred first
	Second Choice:

7. Study Group & Campus (NOTE: Campus Selection Applies to A Levels Only)

Please indicate whether you wish to study under the DAY or Online Learning (ONL):

STUDY GROUP: ☐ DAY   ☐ ONL (Online)   **CAMPUS**: Main Campus (Ndola) ☐   e-Campus ☐

8. Intake to Commence Studies - I am applying to start classes in :

DAY Studies   ☐ January   ☐ July

ONL (Online) Learning   ☐ January   ☐ July

9. Personal Statement (all applicants must complete this section failure to which application will NOT be processed)

UNDERGRADUATE AND OTHER APPLICANTS:
Please write a personal statement concerning your career goals and how your Northrise University education would facilitate achieving those goals (*in NOT less than 200 words*).

POSTGRADUATE APPLICANTS:
Please write a personal statement that discusses your career goals as well as gives an assessment of your personal strengths and weaknesses and states how you think your program of choice at NU will assist with your development (*in NOT less than 400 words*).

10. Mature Age Entry (Please tick below if you do not meet "minimum entry requirements")

I am applying under the Mature Age Entry ☐

11. Referred To NU By

If you were referred to Northrise University by a student or staff, please indicate their details

Surname: _____ ☐ Student

First Name: _____ ☐ Staff

NU ID: _____

Other Referrals (Choose one and state the specific Name besides your choice)

☐ Radio _____ ☐ Website/FB _____

☐ TV _____ ☐ Other _____

12. Accommodation and Financial Aid (applies to DAY Programs and Bachelor of Theology Only)

Please indicate whether you wish to apply for accommodation and/or Financial Aid (FA)
NOTE: (Financial Aid is limited and offered to DAY and Theology students ONLY)

☐ I wish to apply for Accommodation   ☐ I wish to apply for Financial Aid

Note: Please note that this is just an indication of interest and NOT an actual application for either accommodation or FA.
Please look out for dates when application for Financial Aid will open. No FA applications will be considered beyond the deadline

Declaration:

I confirm that the information given on this form is true, complete and accurate, and no information requested or other material information has been omitted. I have read the entire Application for Admission document. I undertake to be bound by the terms set out in it and I give my consent to the processing of my data by Northrise University. I accept that my failure to provide complete, accurate, and truthful information on this application will be grounds to deny or withdraw my admission, or dismiss me after enrollment; Northrise University shall have the right to cancel my application and I shall have no claim against Northrise University.

Applicant's Signature: _____   **Date:** _____

Please photocopy this application and keep a copy for your records. Submit your Grade 12 certificate and/or any other qualifications together with a copy of your NRC or passport including 2 passport size photos by the applicable application due date indicated on the first page of this application form.

DISCLAIMER: *An advance payment for Application Form before form is submitted for scrutiny of correctness and completeness shall NOT be refunded*

Obtain Further Information at any Stage in the Application Process:

*To find out more information about Northrise University, about deadlines related to the application for admission process, and details of all programs offered visit our website at **http://northrise.edu.zm** You can also send an email to **apply@northrise.net** if you have questions or need clarification. Alternatively, you can reach us on:*

Appendix A

1. Minimum Entry Requirements

- *Pre Undergraduate:*

  ⇒ Grade 12 certificate or equivalent with relevant work experience in related field.

- *Undergraduate:*

  ⇒ All Programs: Grade 12 Certificate or Equivalent with 5 credits or better inclusive of English and Mathematics

- *Postgraduate:*

  ⇒ All Programs: Undergraduate degree in relevant field plus 2 years work experience.

  ⇒ *NOTE: Applicants wishing to pursue any of our graduate programs must have completed core courses relevant to their chosen program of study. E.g. MBA Applicants must have completed course in the following areas (Economics, Statistics, Accounting and Business Management). If not, one is required to take courses at undergraduate level and these studies are called Pre-Graduate Studies.*

2. Tuition Payment Plans (Please choose a payment plan with your sponsor and consider their penalties carefully)

Northrise University offers five (5) payment plans to give students alternative ways to pay for tuition fees. Take advantage of these and more tuition and financial options to create a financial plan that provides convenient ways to pay for your tuition, other fees and educational expenses. To avoid any inconveniences, please plan ahead of time so that by the payment due date - based on the Payment Plan chosen (see below) - your tuition fees would have already been paid. Contact the Accounts Office at accounts@northrise.net for more details.

Full Tuition (FT) Payment Plan

This plan applies to All Students. Students pay for their Courses in full. DAY and Online Learning students pay full tuition at the beginning of each semester.

Half Course (HC) Payment Plan

This plan applies to All Students. Students pay half of their tuition plus mandatory fees at the beginning of their courses and the remainder is paid by the Half Course Second Installment Deadline.
   DAY and Online Learning Half Course Second Deadline: A Thursday in the 7th Week (W7) of the Semester.

Prorated Payment Plan (PPP)

This plan applies to DAY and Online Learning Student. Students pay fees in 3 instalments as follows:
   First Installment: 34% of the tuition Fees Total plus Mandatory fees—to be paid at the beginning of the Semester
   Second Installment: 33% of the tuition Fees Total —to be paid on a Thursday in the 5th Week (W5) of the Semester
   Third Installment: 33% of the tuition Fees Total —to be paid on a Thursday in the 10th Week (W10) of the Semester

A Payment plan can be changed before courses commence up until the first week of the Semester or Study Period. Thereafter, deadlines are binding for the respective semester or Study Period.

DISCLAIMER: Please note that if a student fails to pay by the respective deadline dates, they cannot continue the course(s). The fees paid thus far will cover the classes attended to that point and discontinued course (s) would need to be redone at the regular rate or fee.

3. Minimum Class Size Policy

The Minimum Class Size Agreement Form MUST be filled in by applicants or students who are matriculating into NU in any given Academic Year. The purpose of this agreement is to inform students of NU's policy regarding the minimum number of students required to make up a class. As of Academic Year (AY) 2012, a class size consists of a minimum of ten (10) students. In the event where students do not make up a class, they will be required to take the following action:

Change to an Alternate Program

A situation may arise where the number of students who are about to transition into their Major is such that they are not able to make up a class. In this case, students will be required to Major into another program of their choice where class sizes meet the required minimum. This policy will also apply at any given time after students have commenced taking their Major courses.

4. Bank Details

The following are the bank details for Northrise University: *Please request a REFERENCE NUMBER to successfully make a deposit.*

      Bank Name: **First National Bank**
      Account Name: **Northrise University**
      Branch: **Ndola Main Branch**
      A/C. No.: **0062757671237**

Note : If you choose to use the bank to pay your application fee or any other fees, please see sample deposit slip on our website at the following link: *http://northrise.edu.zm*

Your application form will only be processed after NU receives the application fee

5. Financial Aid (FA) Policy

If you have indicated that you need FA, please note that you must formally apply using a specific Financial Aid Application Form. Please speak to your Admission Counselor or visit our website : *http://northrise.edu.zm,* to get the Financial Aid (FA) Application Deadline.
Please note that Applications for FA submitted after the deadline will not be processed.

6. Accommodation Policy

Application for Accommodation is a formal process and requires that you submit an Application for Accommodation Form. Checking/ Ticking that you need accommodation in this Form is by no means an Application for Accommodation. It is merely an indication that you require an Application for Accommodation form. Further, please note that after submitting your Accommodation Form, you must await confirmation that you have been granted accommodation from Student Life Department before you can proceed to make Accommodation payment. *To find more information about the Accommodation policy, please visit our website: http://northrise.edu.zm*

7. Frequently Asked Questions (FAQs)

Find FAQs in the Fees and FAQs brochure inserted or on our website: *http://northrise.edu.zm*

8. How to Send this Form Back to NU

Once you have completed filling in this form, you can scan and email it to apply@northrise.net or you can WhatsApp it to:

+260 979 735 282. Alternatively, you can bring it in person to the NU offices or mail it immediately to the following address:

The Recruitment and Admissions Manager
Northrise University
30098 Ndola-Kitwe Highway
P. O. Box 240271,
Ndola, Zambia

Appendix B

1. NU Core Values

NU is a Christ-centered university. Students are required to attend chapel at least 80% of all the times that chapel is held in each Semester. In addition all our classes begin with devotions and prayer based on the Holy Bible. Students are also required to abide by our core values which are based on biblical principles. Please familiarize yourself with our core values in the Student Handbook found on our website: *http://northrise.edu.zm*

2. Application Checklist

To complete your application, please indicate whether you have understood the information and append your signature and date at the bottom to allow NU to process your application

☐ I have understood the following information and filled in the relevant forms where applicable

- ☐ Application Form
- ☐ Payment Plan
- ☐ Accommodation Form
- ☐ Financial Aid Form
- ☐ Minimum Class Size Policy
- ☐ Tuition Fees Information
- ☐ I meet the minimum Entry Requirements
- ☐ I need to pay the application fee before my application can be processed
- ☐ DAY/ONL/BLK Academic Year Structure
- ☐ I have read and understand the overall NU Core Values

I do not meet the minimum entry requirements (Mature Age Entry applicant)

Applicant's Signature: _____   **Date:** _____