

CONTRACT OF ENROLLMENT | 2024

Please use block letters.

Lectures (please tick appropriate box)

Evening Classes: ☐

Full-time: ☐

Student Number: _____ Title: _____

First Name: _____ Surname: _____

Date of Birth: _____ ID/Passport No: _____

Employer: _____ Branch: _____

Work Postal Address: _____ Work Tel No: _____

Home Postal Address: _____ Mobile: _____

Whatsapp No: _____ Email Address: _____

Cancellation Policy & Conditions: Botswana Institute of Banking & Finance

1. Should the student withdraw from the course or subject during the term, he/she will be required to pay the full amount for the semester. Students will only be allowed to cancel during the first seven (7) days of commencement of classes (An administration fee will be charged). **A written cancellation should be sent to the institute.**
2. The Institute holds the copyright to the study handbook. It is illegal to photocopy, give, lend or sell any portion of it to another person or entity.
3. The information supplied in the contract is taken to be true and correct. BIBF shall be entitled to cancel this contract should the student supply false or incorrect information at any time.
4. The enrollment form should be accompanied by Proof of Payment of the required Deposit.
5. Any outstanding fees will result in the institute having to withhold your results until the full amount is settled.
6. Class attendance is compulsory. Students are required to attend at least 85% of scheduled classes.

I have read and understood the contents of page 1 and 2 of this Contract.

Signature

Date

KINDLY FORWARD ALL PAYMENTS AND ENROLLMENT FORMS TO THE BOTSWANA INSTITUTE OF BANKING AND FINANCE BY THE CLOSING DATE. _____

THE BOTSWANA INSTITUTE OF BANKING & FINANCE

2024 LECTURES

| PAYMENTS - FOR OFFICIAL USE ONLY | | | |
|----------------------------------|--------|--------|---------|
| DATE | RCT NO | AMOUNT | BALANCE |
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| TOTAL PAID | | | |

| | | | Tick the relevant blocks only | |
|---|-------------|---------|-------------------------------|--------------|
| SUBJECT | | Credits | Tuition | Examinations |
| DIPLOMA IN BANKING & FINANCE | CODE | | | |
| YEAR 1 SEMESTER 1 | | | | |
| Principles of Management | POM 101 | 10 | | |
| Introduction to Economics | ECO 101 | 10 | | |
| Business Communication | BCO 101 | 10 | | |
| ICT in Banking and Finance | ICT 101 | 15 | | |
| Lending | LDN 101 | 20 | | |
| YEAR 1 SEMESTER 2 | | | | |
| Principles of Law | POL 102 | 10 | | |
| Elements of Banking | EOB 102 | 15 | | |
| Accounting 1 | ACC 102 | 15 | | |
| Introduction to Investment Management | IIM 102 | 15 | | |
| YEAR 2 SEMESTER 1 | | | | |
| Accounting 2 | ACC 201 | 20 | | |
| International Trade Finance | IFT 201 | 20 | | |
| **Introduction to Entrepreneurship | ENT 201 | 10 | | |
| **Principles of Human Resource Management | HRM 201 | 20 | | |
| YEAR 2 SEMESTER 2 | | | | |
| Regulation & Compliance in the Banking & Finance Industry | RCB 202 | 20 | | |
| Strategic Marketing Management | SMM 202 | 20 | | |
| **Anti-Money Laundering | AML 202 | 15 | | |
| **Taxation | TAX 202 | 20 | | |
| YEAR 3 SEMESTER 1 | | | | |
| Digital Banking | DiB 301 | 20 | | |
| Risk Management in Banking | RMB 301 | 20 | | |
| **Crypto - Currency | CrC 301 | 10 | | |
| **Introduction to Insurance | INS 301 | 10 | | |
| **Statistics | STAT 301 | 20 | | |
| YEAR 3 SEMESTER 2 | | | | |
| Management Practices | MPR 302 | 20 | | |
| Monetary and Financial Services | MFS 302 | 20 | | |
| **Introduction to Investment Banking | IIB 302 | 15 | | |
| **Islamic Banking and Business Conduct | IBC 302 | 15 | | |
| **Introduction to Public Finance | IPF 302 | 20 | | |
| FEES | | | | |
| Sub Total - Tuition | P | | | |
| Sub Total - Examinations | P | | | |
| TOTAL | P | | | |
| **Electives | | | | |
| Signature_____ | | | | |
| BIBF Agent:_____ | | | | |