



# STUDENT APPLICATION FORM

STUDENT  
PHOTO

☎ 0777 23 00 33

✉ info@firstfriends.lk

🌐 www.firstfriends.lk

📍 No. 21, Srimath Kuda Rathwatte Mawatha, Kandy, Sri Lanka

## STUDENT DETAILS

NIC NO / PP NO

FIRST NAME

LAST NAME

HOUSE NO

LANE

TOWN

COUNTRY

DATE OF BIRTH     /   /   MALE  FEMALE

TELEPHONE NO  MOBILE NO

EMAIL

## EDUCATION DETAILS

SCHOOL

O/LEVELS YEAR     A/LEVELS YEAR

LOCAL  LONDON  LOCAL  LONDON

O/LEVEL RESULTS  A/LEVEL RESULTS

OTHER

## HOW DID YOU HEAR ABOUT THE COURSE

REPRESENTATIVE  NEWS PAPER | ADS | RADIO | TV  SOCIAL MEDIA  FRIEND  OTHER

## PARENT OR GUARDIAN DETAILS

NAME  RELATIONSHIP

TELEPHONE NO  MOBILE NO

ADDRESS

EMAIL

## COURSE DETAILS

COURSE NAME

SEMESTER / LEVEL

SUBJECTS 1.  2.

3.  4.

**INTRODUCE A FRIEND**  
- AND BE REWARDED -



1. NAME	
MOBILE NO	NIC NO / PP NO
2. NAME	
MOBILE NO	NIC NO / PP NO

\*Conditions Apply

**FIRST FRIENDS CAMPUS REGISTRATION AGREEMENT**

The following rules & regulations are applied for all course registrations at our institution. Please read carefully before the registration

**RULES AND REGULATIONS**

1. It's very important to have the valid "NIC" & "FFC Registration Card" whenever you enter the FIRST FRIENDS CAMPUS
2. If your "FFC Registration Card" is **lost**, a new registration card should be obtained by making a payment of Rs.500/=
3. Those who pay in **installments** should make their payments (**Semester / Monthly**) on or before the due date. FFC has the right to charge an **interest on delayed payment**
4. All **payments** made by **cheque** should be made in favor of "FIRST FRIENDS CAMPUS (PVT) Ltd". crossed "A/C Payee Only". and are subject to realisation
5. The payment to the awarding bodies & universities should be **Paid in Full & on time**. so that the registration can be done. Failure to do so can result in delays in the academic process
6. All **payments** are **NON REFUNDABLE**. (Except for the refundable library deposit). Please make your decision clearly.
7. We are compelled to **collect** your **Registration Card** if there are payments in arrears and it will be **returned only after settlement** of all due payments
8. Once a **payment** is done for a course, it **cannot be transferred** to another course unless it is due to an unforeseen valid reason
9. Your registration is valid only for the batch that you registered for. Batch transfers are at the discretion of the management and will involve extra fees.
10. You agree to follow the relevant academic rules and regulations relevant to the programme of study that you registered for
11. Students who **misbehave** in the institute premises or misuse resources are liable for **disciplinary action**; such disciplinary action could result in **warning, reprimand and/or suspension** of access to our institutional facilities, under the worst scenario the student could be sacked
12. You agree that all academic requirements, including but not limited to exams, assignments and other assessments related to your course must be completed in order to be eligible to claim your certificate, Paying fees alone or simply attending classes does **NOT** make you eligible to claim a certificate
13. The Certificate should be collected within a time period of 60 days with effect from the initial message sent informing the certificate is available. The institute will not hold liability for the certificate, if it is not collected within that period.

*I hereby confirm that the information given above are true and correct. I have read and understood the rules and regulations of the organisation and agree to abide by them.*

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE 

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**FOR OFFICE USE ONLY**

APPLICANT HAS THE REQUIRED FINANCES TO COMPLETE THE ENTIRE PROGRAM? YES  NO

REGISTRATION NO 

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 BATCH NO 

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FULL PAYMENT  SEMESTER  INSTALLMENT METHOD 

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 X

COURSE FEE 

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 DISCOUNT 

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REASON 

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APPROVED BY 

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SIGNATURE .....

COUNSELOR'S NAME 

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SIGNATURE .....