



RULES AND REGULATIONS

THE FOLLOWING ARE THE RULES AND REGULATIONS THAT HAVE TO BE STRICTLY ADHERED TO AT ALL TIMES WHILE IN THE COLLEGE PREMISES AT JIPS. NON-ADHERENCE MAY CONSTITUTE GROSS MISCONDUCT ON PART OF THE STUDENT AND THIS MAY RESULT IN SUMMARY TERMINATION OF THE CONCERNED STUDENTSHIP INDEFINITELY WITHOUT REFUND OF FEES.

1. The **Education Board (JIPS-HEB)** of Khoja-Shia Ithna-Asheri Jamaat, Mombasa, functions on the precepts and tenets of Islamic law, and being the umbrella organization over **JIPS**, emphasizes that these rules & regulations should be observed at all times within the college premises without prejudice or compromise whatsoever. These include mannerisms, character, dress codes, and socialization etiquettes of the student.
2. The College will provide tuition only.
3. A student must at all times obey all disciplinary rules, regulations, and code of conduct issued or as reviewed by the **JIPS-HEB (KSI)**.
4. **Fees** are payable in advance. All students are required to pay the fees in full before they can be allowed to attend classes. **Fees** once paid are not refundable or transferable under any circumstances. However, a student may be allowed to change a course or paper if this is done within a fortnight of joining or release of the results. Students may also be allowed to transfer from day to evening and vice versa at the discretion of the Management (see fees refund policy).
5. To maintain Student Membership of JIPS one cannot stay away more than 6 months (one semester). Library facilities are for JIPS students only.
6. Students must attend all lectures, practical and tutorials. Where a student fails to maintain 75% attendance, he/she **may not** be allowed to register for the following semester.
Disruption of lectures by either reporting late or leaving early amounts to misconduct.
7. Registration/examination/annual subscription and any other fees are to be paid by the student directly to the Examining Board/Professional Association of the courses undertaken. The College will not be responsible for any consequences arising out of lateness/non-payment of fees to the respective Boards.
8. Any student found guilty of vandalizing or destroying property belonging to the institute will face strict disciplinary measures and will be required to pay either in kind or cost for the damaged property.
9. The **JIPS-HEB (KSI)** reserves the right to admit or deregister students into and out of its programs respectively.
10. The **JIPS-HEB (KSI)** reserves the right to revise its fees structure as and when it deems appropriate.
11. Students must either be Kenyan citizens or bona-fide residents of Kenya. Documentary evidence to this effect have to be produced by the students. All Non-Kenyan citizens are required to obtain a student pass from the Ministry of Immigration before payment of any tuition fees.
12. Jaffery Institute of Professional Studies treats and processes all personal data in a manner that ensures appropriate security. This includes protection against unauthorised processing and against accidental loss, destruction or damage.
13. Any sort of Tobacco chewing (Pan, Mawo, Manikchand etc), Smoking and any kind of drug/intoxicant abuse is categorically prohibited in the JIPS premises.
14. Student will be required to submit their registration name and number with evidence (**ABE/ABMA/ACCA Registration card**) whenever asked by the administration and by virtue of signing this form, students consent to **JIPS** obtaining results of each **JIPS** student directly from **ABE/ABMA/ACCA** for quality assurance purposes and will be available to your guardian and sponsors when requested.

A 2-WARNING SYSTEM SHALL BE IN PLACE WHEREBY A STUDENT SHALL BE OFFICIALLY WARNED TWICE FOR HIS/HER MISCONDUCT. FAILURE TO ADHERE TO THE WARNING, THE STUDENT SHALL BE BARRED FROM CLASSES/COLLEGE PREMISES INDEFINITELY WITHOUT REIMBURSEMENT OF FEES OR COMPENSATION FOR TIME LOST THEREBY.

PLEASE ADHERE TO THESE RULES STRICTLY TO ALLOW US TO SHAPE YOUR CAREER TOWARDS A BRIGHT FUTURE.

I verify that I have read & understood the clauses set out above and undertake to abide by them at all times, within the premises of the Institute

.SIGNATURE:

DATE