



Delight Technical College,
School of Creative Arts, Media, Photography & Video
Muindi Mbingu Street, Opp. Jevanjee Gardens,
Next to Jumia & House of Leather, Central Nairobi,
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1. FEES PAYMENT GUIDELINES

Fee payment shall be made on the first day of the study month.

DELAYED PAYMENTS

Delayed fee payments will attract a penalty of 20% by 15th day and 50% by 30th day of the study month calculated as a percentage of the total monthly fee.

CARRYING FORWARD OF THE FEE

School Fees will not be carried forward. In case of studies deferment, **written** communication has to be made, at least 1 week prior to the absence of the student, to the administration office.

2. SUBSTANCE ABUSE

Drugs, Tobacco, Marijuana, Alcohol and Other substances use will **not** be tolerated within the College's premises or during the College's events and activities within or outside the College. Failure to adhere to this rule will lead to expulsion and termination of studies.

3. DROPPING OUT OF SCHOOL

Any student who drops out of school without communicating to administration **in writing** of their absence will be readmitted like a new student. Any unutilized fee will be deemed used.

4. SCHOOL EQUIPMENT AND GEAR

All students are expected to seek **written** clearance from their tutor before being issued with the College's Cameras, Camera Kit and all other accompanying Gear

Student's Name.....

Student's Signature.....

Date.....

School Stamp