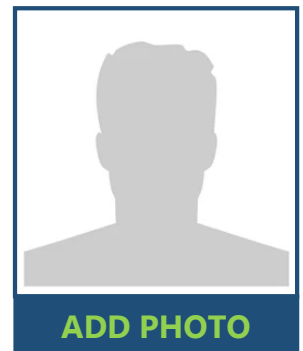# LTGS ACADEMY UTILITY
ACADEMIC REGISTRAR OFFICE

TRAINEE ADMISSION REGISTRATION APPLICATION FORM

1. PERSONAL INFORMATION

- ✍ Full Names: ....
- ✍ Date of Birth: ..../........./..............   Marital Status: ....
- ✍ Gender: ☐ Male ☐ Female ☐ Other
- ✍ Nationality: ....

- ✍ National ID / Passport No: ....

- ✍ Phone Number: (+250) ....

- ✍ Personal Email Address: ....
- ✍ **Personal Phyisical Address:**

Nationality: ....   Province: ....

District: ....   Sector: ....

Cell: ....   Village: ....

ADD PHOTO

2. ACADEMIC BACKGROUND

- ✍ **Highest Level of Education:**

☐ Primary
☐ Secondary
☐ Diploma

☐ Degree

☐ Other (Specify): ....

- ✐ Name of Last Institution Attended: ....
- ✐ **Year of Completion:** Started Date: ..../........./.................. Ended Date: ..../........../..................

3. COURSE INFORMATION

- ✐ Course Applied For: ....
- ✐ Course Duration: .... (Months)
- ✐ Preferred Mode of Study: ☐ Online ☐ Physical Class ☐ Internship & Practical Learning
- ✐ Preferred Start Date: ..../........../................. (if applicable)

4. PAYMENT INFORMATION

- ✐ Payment Method: ☐ Bank Transfer ☐ Mobile Money ☐ Imboni Agent ☐ Imboni Ezzy Pay
- ✐ Payment Reference No: .... Payment Date: ..../........./........... ....

5. EMERGENCY CONTACT

- ✐ Full Name: ....
- ✐ Relationship: ....
- ✐ Contact Number: (+250) .... Email Address: ....

6. DECLARATION

☐ I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand and agree to abide by the rules and regulations of LTGS Academy.

APPLICANT'S FULL NAMES	SIGNED DATE	SIGNATURE
	____/____/_____	

INTRODUCTION

LTGS Academy, a affiliate program of LTGS Rwanda Plc, is dedicated to fostering innovation and digital transformation through quality education. As an institution focused on technology and business disciplines, LTGS Academy aims to equip trainees with essential skills that meet the demands of today's digital economy. Our programs integrate practical and theoretical knowledge, ensuring that students graduate with industry-relevant competencies.

By enrolling in LTGS Academy, trainees agree to adhere to the institution's academic policies and procedures outlined in this document. These terms govern the entire academic experience, including course enrollment, learning methodology, trainee rights and obligations, payment terms, data protection, and certification processes. The institution reserves the right to update these terms as necessary to enhance academic services and comply with national education standards.

LTGS Academy ensures an inclusive learning environment that caters to students of diverse backgrounds, from entry-level learners to experienced professionals seeking specialized training. The academy's structure includes online learning, instructor-led training, and internship programs, providing flexibility and hands-on experience to all trainees. By enrolling, trainees commit to actively participating in their courses and maintaining professional conduct throughout their academic journey.

ACADEMIC STRUCTURE AND LEARNING MODEL

ACADEMIC PROGRAMS

LTGS Academy provides a wide range of specialized courses that bridge the gap between theoretical knowledge and industry application. These programs are divided into two core categories:

COURSES CATEGORY	COURSE DESCRIPTIONS
Technology Courses	These courses focus on software development, cybersecurity, data science, networking, and cloud computing. They are designed for aspiring IT professionals and developers looking to expand their expertise in high-demand technical fields.
Business Courses	These include digital marketing, entrepreneurship, financial technology, and business compliance. The business-oriented programs equip students with skills in managing technology-driven enterprises and automating business processes.

Each program is carefully structured to incorporate hands-on projects, industry-standard tools, and real-world case studies, ensuring that trainees not only acquire knowledge but also build a professional portfolio to enhance their employability.

LEARNING MODES

LTGS Academy embraces a flexible and innovative approach to education by offering multiple learning modes:

LEARNING MODES	MODE DESCRIPTIONS
Online e-Learning Platform	A digital learning system that allows students to access video lectures, assignments, and interactive content from anywhere.
Instructor-Led Training (ILT)	Classroom-based learning sessions conducted by experienced professionals, offering interactive discussions and hands-on projects.
Internship & Practical Learning	Selected trainees may engage in real-world internships that allow them to gain work experience while applying their learned skills in business and technology environments.

Academic Timing

The academy operates on a structured schedule to accommodate different learning paces:

ACADEMIC PERIODS	PERIOD DESCRIPTIONS
Full-Time Learning	Designed for students who wish to complete their courses intensively within a short period.
Part-Time Learning	A flexible schedule for working professionals or students who prefer evening or weekend classes.
Self-Paced Learning	Available for e-Learning students, allowing them to study at their own pace with pre-recorded lessons and periodic assessments.

Trainees are encouraged to select a learning mode that best suits their needs and availability while ensuring they meet the academic deadlines set by the institution.

ACADEMIC COURSES FEES

LTGS Academy follows a structured tuition fee system that varies based on the course category and duration. Below is an overview of the fees and study periods:

COURSE CATEGORY	COURSE TITLE	DURATION	TUITION FEE (RWF)
TECHNOLOGY COURSES	Advanced Web Development (WordPress) Course	3 Months	32,000 RWF
	Software Development (Custom Programming) Course	6 Months	75,000 RWF
	Digital and E-Government Services Management Course	3 Months	22,000 RWF
BUSINESS COURSES	Digital Marketing & E-Commerce	3 Months	25,000 RWF
	Financial Technology Management (FinTech) Course	3 Months	40,000 RWF
	Business Governance & Compliance Management Course	3 Months	50,000 RWF
	Entrepreneurship & Startup Management Course	3 Months	35,000 RWF
ADDITIONAL COURSES	Business and Office Documents Preparation Course	3 Months	20,000 RWF
	Graphics Designing & Materials Branding Course	3 Months	25,000 RWF
OTHER FEES			
Trainee Admission Registration Fees			4,500 RWF
Certification Apply Charges			3,000 RWF
Academic T-Shirt			Free
Other Recommendations Certificates and Letters			2,000 RWF

- ☑ All fees must be paid before the course starts.
- ☑ Payment plans may be arranged under special circumstances.
- ☑ Additional charges may apply for certification, study materials, or internship programs.

Refund Policy:

- ☑ Full refunds are available if cancellation occurs before the course begins.
- ☑ Partial refunds may be considered within the first two weeks of the course.
- ☑ No refunds will be issued after the course has progressed beyond 20% of its total duration.

PERSONAL DATA PROCESSING & PRIVACY

LTGS Academy collects and processes personal data solely for academic and administrative purposes. All student information is securely stored and protected against unauthorized access. The institution does not share personal data with third parties without the trainee's consent, except as required by law.