



**NOTES FOR COMPLETING A REGISTRATION FORM  
AND SUBMITTING SUPPORTING DOCUMENTATION**

**REGISTRATION FORM**

**1. Personal Details**

Complete this section in BLOCK CAPITALS in black or blue ink.

Your full name and address should be given together with email address and telephone numbers **including dialing codes**. This information will be required to enable the course team to communicate with you before entering the course and in between Study Blocks.

**2. Work Experience**

Please include all your work experience, paid or unpaid, full or part time, in your home or outside. This is particularly helpful in enabling the course team to assess your reasons for undertaking the course. Please provide a reflective curriculum vitae using the attached guidelines.

**3. Professional Education/Training**

List the examinations you have taken, giving the dates and results. Where appropriate please give any registration number and the institution issuing the registration.

**4. Academic Qualifications**

This refers to any education you have undertaken.

**5. Fees**

It is important that you give the full name and address of the person or institution sponsoring your application. Indicate if it is self-sponsorship. Nairobi Hospice will issue invoices to successful candidates for the total amount of fees (£2,070) or its equivalent in Kenya shillings as invoiced by Nairobi Hospice. Students, or their sponsors, are encouraged to pay this amount in full. Such payments must be paid at least two weeks before commencing the course. Students wishing to pay by installments must pay £690 two weeks before the date of each block. Please indicate on the registration form the preferred payment option. If you do not indicate a choice an invoice for the total amount will be issued. All payments to be made by International Money Order in Pounds Sterling. This amount does not include travel, accommodation, meals or medical care whilst in Nairobi. The course fees cover the teaching and associated documentation e.g. handbooks. Students may also incur additional expenses in connection with the purchase of books, photocopying and other out-of-pocket expenses.

**7. References**

You are required to submit TWO references with your registration form. It is the responsibility of the candidate to contact their referees and obtain this documentation and they **MUST** be attached to the registration form. Separate sheets are included with the information pack for this purpose, together with guidance notes for the referees, explaining the information required.

## DOCUMENT Bi

### DIPLOMA IN HIGHER EDUCATION IN PALLIATIVE CARE Nairobi Hospice in collaboration with Oxford Brookes University

#### 8. Declaration

You must sign and date the registration form, confirming that the information is correct and complete.

#### 9. ADDITIONAL DOCUMENTATION IN SUPPORT OF AN APPLICATION

##### a. Written piece of work

Each registration form must be accompanied by a written piece of work, providing evidence of the ability to study at the proposed level and to express yourself clearly and fluently in English.

Students will need to supply evidence that they have achieved the learning outcomes for the introductory modules for the course and will need to demonstrate that they have an understanding of the principles of Palliative Care.

**b. A letter of Agreement** from your Manager to attend the course

**c. Name, address and qualifications of a mentor** to assist you during the course

**d. Your letter of acceptance to the offer of a place on the course**

**Additional information sheets are included in the information pack giving details of exactly what is required to fulfill the above conditions.**

Once your application has been processed, the team will write to you confirming whether or not you have been successful in obtaining a place on the course.

**Invoices for the payment of fees will not be sent until the above conditions have been met.**

Please return the registration forms and all supporting documentation to:

**Dr. Brigid Sirengo**  
Director of Education  
Nairobi Hospice  
P. O. Box 74818 – 00200  
Nairobi. Kenya  
Tel: 254 20 2712361/2719383/2726502  
Mobile 0732690077  
[education@nairobihospice.or.ke](mailto:education@nairobihospice.or.ke)

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