



Business Incubation Centre

AUGUST 2023 INTAKE

This form **MUST** be completed in **BLOCK LETTERS** and returned together with required attachments to:

The Business Incubation Hub Manager,
MUBAS, P/Baq 303, Blantyre 3

PHOTO

APPLICANT NUMBER (For office use only):

A. ELIGIBILITY

1. The minimum qualification is PSLCE
2. Candidates must be 18 years and above

B. CANDIDATE INFORMATION

1. Surname: _____ First Name: _____ Initials: _____

2. Date of Birth (DD/MM/YYYY): ___/___/___ Sex: M F Nationality: _____

3. Home District: _____ T/A: _____ Village: _____

4. Contact Address: _____

5. Tel: _____ Mobile: _____ Email: _____

C. NEXT OF KIN INFORMATION

1. Name: _____

2. Relationship (e.g. Father, Mother, Uncle, Wife, etc.): _____

3. 3. Address: _____

4. Tel: _____ Mobile: _____ Email: _____

D. ACADEMIC RECORD (Indicate highest level of education by ticking appropriate box)

PSLCE: JCE: MSCE: BSC: Other: Specify _____

E. WOULD YOU LIKE TO DECLARE ANY DISABILITY THAT WOULD IMPACT YOUR LEARNING?

No: Yes Specify (e.g. hearing impairment) _____

F. PROGRAM SPECIFICATIONS (Please indicate the course applied for by checking in the right-hand boxes)

SN	Name of COURSE	FEES	Topics to cover	Weekday (Tick ✓)	Weekend (Tick✓)
1.	Food Processing	K100,000.00	Pasta (spaghetti making)		
			Peanut butter		
			Baking: <ul style="list-style-type: none"> • Cake baking basics • Bread and Scones production 		
			Mayonnaise making		
			Jam making		
2.	Tailoring and Design	K100,000.00			
3.	Soap Making	K100,000.00	Dish wash		
			Car shampoo		

			Pine gel		
			Tablet soap		
			Laundry		
4.	Audio-Visual Media Production (Radio/Video/Print)	K100,000.00	Radio Presentation and program production		
			Videography and editing skills		
			Newspaper and Online Writing skills		
			Photojournalism		
5.	Wood Work: Carpentry and Joinery	K200,000.00			
6.	Metal Work: Welding and Fabrication	K200,000.00			

G. COURSE TIMES

The courses will be offered during the week, special arrangements for weekend can be made upon discussion.

H. INDEMNITY

1. All tuition fees must be paid through the Bank payable to:

Account name: Poly projects Chichiri

Account Number: **706687**

Service centre: Chichiri branch

2. Fees should be paid in FULL upon registration or in two installments with the initial payment at least HALF and the balance MUST be settled within 30 days of the initial instalment;

3. Candidates shall strictly follow MUBAS student rules and regulations; and

4. Declaration by candidate:

I, _____ do confirm that I have given all the information required truthfully and accurately to the best of my knowledge and belief. Signature: _____ Date (DD/MM/YYYY): ___/___/_____

I. APPLICATION CHECKLIST (please tick the box on the right if your answer is a YES)

Item	Tick (√)
Have you completed all relevant sections of this form?	
Have you deposited the nonrefundable registration fee and attached a machine-printed deposit slip bearing your name to this form?	
Have you deposited at least half of the Tuition fee and attached a machine-printed deposit slip bearing your name to this form?	
Have you provided a passport size photo?	

J. FORM SUBMISSION

1. Submission in person at Potters Lodge, MUBAS main campus or Incubation centre Office at Trade fair grounds in an envelope clearly marked ATTENTION INCUBATION MANAGER.

2. Via post or courier to Incubation Centre Manager p/bag 303 Chichiri Blantyre 3.
3. Via email to **incubationhub@mubas.ac.mw** with subject Application for Incubation short course.

K. ORIENTATION

Note that orientation for this cohort will be held on 7th August, 2023 at MUBAS campus.

INCOMPLETE FORMS WILL NOT BE PROCESSED