



Guidelines to new special Students/Learners and Tutors/Lecturers Registration process:

1. Fill in the online Application Form for Students/Staff (via the link <https://admin.zambia-ihsmscs.org.zm> and alert online by emailing a message to the Secretary/Administration at info@zambia-ihsmscs.org.zm
2. Student pays fees as communicated. Fees and duration for each subject/course will be agreed upon by the respective Tutor/Lecturer after consultation with the Administration. Fees should be paid before the beginning of classes, either weekly or monthly. Payment of fees should be made to the ICTs' mobile number 0955914581, Raphael Chisanga Muonga for the purposes of controlling, interfacing and monitoring.
3. Receive your logging details to the e-learning platform.
4. Undergo a day's orientation on the use of the e-learning platform. However, student support will be ongoing as need arises.

Expectations:

- The Zambian Interactive Homeschool will provide tuition to the student and meet its obligations to the student and the tutor by ensuring that the student learns.
- The Student and the Tutor will take responsibility for their internet connectivity and ensure that classes are not interrupted unnecessarily.
- The Tutor and the Student should agree on convenient meeting times, and communicate these to the School Administration so that a convenient timetable can be made. Where a timetabled class could not take place due to unavoidable circumstances, Administration should be informed and a make-up class should be arranged.
- Administration will not refund the fees paid. Therefore both Tutor and Student should ensure that there is no disruption to lessons.

I _____ Student/Tutor, have read the above guidelines and I pledge to commit myself to the program diligently and faithfully.

Signature _____ date _____