



ADM No.:

KENYA INSTITUTE OF MASS COMMUNICATION
P.O. Box 42422 - 00100 NAIROBI | Uholo Road, Nairobi South B, off Mombasa Road
Cell: 0708 262 895 Tel: +254 020 6997000 | Email: info@kimc.ac.ke | Website: www.kimc.ac.ke

LETTER OF ACCEPTANCE OF OFFER BY THE CANDIDATE

Dear Sir,

Candidate Name:

(Surname)

.....

(Other Names)

Adm. No.: Tel. No.:

SECTION A

(To be completed by those accepting the offer. Please return the form on or before reporting)

With reference to you letter offering me a place in the Department of

.....

For a course leading to a Post Graduate Diploma/Diploma/Certificate in

.....

This is to confirm that:

I DO ACCEPT the offer, and I promise to abide by the Rules and Regulations governing the Institute, conduct and discipline of students of Kenya Institute of Mass Communication as spelt out in the "Academic Policy" and other rules and regulations.

Full Name: ID No.:

Signature: Date:

NOTE: If you are not accepting this offer, please turn over leaf, complete and return Section B of this form.

SECTION B

(To be completed by those NOT ACCEPTING the offer)

Dear Sir,

Candidate Name:
 (Surname)

.....
 (Other Names)

Adm. No.: Tel. No.:

With reference to you letter offering me a place in the Department of

For a course leading to a Post Graduate Diploma/Diploma/Certificate in

This is to confirm that I WILL NOT ACCEPT the offer, because of the following reasons:

(Mark X against that which is applicable)

No.	Reasons	Mark (X)
1	Financial problem	
2	Family problem	
3	Health problem	
4	Health problem	
5	Have not been offered a course I applied for	
6	Have taken up employment	
7	I have taken an oversea scholarship	
8	No longer interested in the course applied for	
10	Any other reason(s) (state)	

Your Faithfully

Signature: Date: