ST. ELIZABETH TRAINING INSTITUTE

THE ACADEMIC YEAR 2026/2027

INTRODUCTION

St. Elizabeth Training Institute is a Roman Catholic institute aiming at the excellence of moulding the whole person through quality vocational and business training by educating the young generation spiritually, emotionally, physically, morally, and intellectually. In fact, the Institute is meant to improve the nation's standard of living by assisting the students to acquire skills and techniques on how to earn their living through challenging opportunities of employment in the fields of business, education, industry, and self-reliance. Most importantly, students are trained to be self-disciplined and self-reliant to create job opportunities and alleviate poverty in the Basotho nation.

The Institute consists of two Departments, namely, (i) Consumer Science Department and (ii) Commercial Department, and thus offers six programs. Programs offered by the Consumer Science Department include a Certificate in Consumer Science and a Diploma in Consumer Science. Whereas under the Commercial Department, programs are as follows: Certificate in Office Administration, Certificate in Business Management, Diploma in Office Administration, and Diploma in Business Management.

Social Teaching of the Church, Counseling, and Religion and Courtesy are compulsory for all students. Those courses are taught throughout each programme study period with other courses, in all the departments

Vision

St Elizabeth Training Institute strives to be a school of excellence where every learner is educated as a whole person – academically, spiritually, morally and vocationally to live with integrity, purpose and service.

Mission

St. Elizabeth Training Institute exists to empower young people through quality technical, vocational and academic education rooted in Christian values. We prepare learners to become disciplined, skilled and values-driven citizens who meaningfully contribute to the development of Lesotho and beyond. Our focus is on students seeking practical skills, personal growth and meaningful employment opportunities, equipping them to thrive in business, education, industry and through self-reliance. To achieve this mission**,** instructors and students work together in a spirit of duty, cooperation and mutual support, fostering an environment of excellence and growth.

To achieve this goal, instructors and students try their best to be dutiful, cooperative, and supportive to each other

The Institute's motto

"SETI educates the whole person" spiritually, emotionally, morally, physically~~,~~ and intellectually.

STUDENTS' REGULATIONS

1. Admitted students

1.1. All the students admitted are supposed to submit their identification documents (IDs/Passports) to the office of the principal during the second week of August each year.

2. National Manpower Development Secretariat (NMDS)

2.1. The Institute, on behalf of admitted students, requests a loan from NMDS.

2.2. The list sent to NMDS by the Institute is based on how well students have performed at the high school level.

2.3. No student is allowed to go to NMDS concerning sponsorship or any consultation without being granted permission by the Institute.

2.4. If students acquire sponsorship from outside and the sponsor fails to deliver, parents ought to fully pay the tuition fee for their children.

NB: Not all students are sponsored by NMDS; therefore, the students who fail to acquire sponsorship will have to pay for themselves.

3. Financial regulations

3.1. There shall be no refund of the money when a student withdraws from either the Institute or the residence.

3.2. School fees shall be paid fully at the beginning of the academic year or within three months.

3.3. All self-sponsored students are expected to finalise the payments of the academic year before sitting for the first semester final examination. They shall not be allowed to write any final examinations without finalising the payment.

3.4. Accommodation fee is non-refundable regardless of the duration of stay.

The fee structure may be revised at the beginning of the academic year.

THE FEE STRUCTURE IS AS FOLLOWS:

First Year on Campus

PROGRAMMES	TOTAL FEES
Certificate in Consumer Science	24,800.00
Diploma in Consumer Science	23,780.00
Certificate in Office Administration	21,050.00
Diploma in Office Administration	21,050.00
Certificate in Business Management	21,050.00
Diploma in Business Management	21,050.00

First Year off Campus

PROGRAMMES	TOTAL FEES
Certificate in Consumer Science	12,800.00
Diploma in Consumer Science	11,780.00
Certificate in Office Administration	9,050.00
Diploma in Office Administration	9,050.00
Certificate in Business Management	9,050.00
Diploma in Business Management	9,050.00

Second Year off Campus

PROGRAMMES	TOTAL FEES
Certificate in Consumer Science	12,400.00
Diploma in Consumer Science	12,590.00
Certificate in Office Administration	8,550.00
Diploma in Office Administration	8,550.00
Certificate in Business Management	8,550.00
Diploma in Business Management	8,550.00

Third Year off Campus

PROGRAMMES	TOTAL FEES
Diploma in Consumer Science	9,450.00
Diploma in Office Administration	10,250.00
Diploma in Business Management	10,250.00

4. Environmental cleanliness and hygiene

4.1. St. Elizabeth Training Institute is fully committed to mould the whole person through quality vocational and business training. The students are taught how they present themselves when they are out there, and even teach others who did not get a chance to study in this Institute about cleanliness and hygiene. As a follow-up on how students perform their duties, they are expected to clean the entire campus, including the toilets. The students are also expected to fully attend classes; hence consider teaching as an honour because at some point the employees shall expect them to demonstrate what they have been taught while at school.

In this regard, every student shall be expected to partake in making sure that the Institute campus is always clean. There shall be serious allegations charged against those who decide to exclude themselves from any of the activities involved in the cleaning process.

5. Spiritual values and norms

5.1. St. Elizabeth Training Institute is a Roman Catholic Church institute that is administered by the rules and regulations, as well as the norms of the Church. Students are expected to attend the annual retreat and church services every Sunday and even on days when there are special occasions. They shall abide by the rules and regulations of this Institute.

5.2. Students are expected to join some sodalities and movements within the Church so that they learn how to interact with other people.

NB: Some sodalities and movements are only meant for Roman Catholic students.

6. Students' absence

6.1. A student who fails to attend school should write a letter stating valid reasons for his/her absence.

6.2. A student who fails to come to school after any of the holidays shall present a testimony stamped and therefore stating the reasons for his/her delay.

6.3. Disciplinary action may be taken against any student who, without valid reasons, fails to attend school.

6.4. The Institute considers a student who fails to show up at school for a one-month period to have made an unofficial withdrawal from the Institute.

7. Fitness and good health

7.1. Before a student can be admitted, he/she has to submit the medical form from a government hospital.

7.2. The Institute has to be informed about learners with incurable diseases and physical disability so that arrangements can be made to accommodate such learners.

7.3. It is the responsibility of parents/ guardians to see to it that when students are ill, they seek medical services.

8. Funerals

8.1. The Institute associates itself with instructors, non-academic staff, and students' funeral services.

9. Academic trips

9.1. There shall be no trips taken without the knowledge of the principal. When a trip concerns a particular Department, the entertainment committee shall work with the head of that Department. In a case where the trip is for the entire school, the entertainment committee shall work with all the heads of the Departments.

9.2. Cross-the-border school trips shall be taken before or a week before the opening of the school during the Christmas holidays.

9.3. No trips shall be taken during the last month of the semester.

9.4. A student shall be responsible for any costs of a trip.

10. Academic expectations

10.1. Students are compelled to attend classes as per their schedule.

10.2. Exhibitions are one of the key activities for the students to showcase their acquired skills at different levels and market their abilities to the world of business. The students need to take this activity seriously by preparing for it with the help of their instructors. Students are therefore bound to participate in all activities that concern their learning. For instance, they must take part in exhibitions to display their hard work and be involved in any activity when the Technical and Vocational Department (TVD) and the Institute inquire.

10.3. Students are supposed to go for internships for their training. It is a requirement for each student to go for a three-month internship for the training as per the schedule of each Department. No student will graduate without having gone for an internship and spent the required time

11. Expectations from students

11.1. Students shall show respect to those in charge of the Institute, instructors, non-teaching staff, parents, and other students. Serious misconduct leads to suspension or expulsion from the Institute.

11.2. No visitor is allowed in a classroom setting.

11.3. It is an offense for a student to destroy and/or steal school property or property of other students or stakeholders of the Institute.

11.4. No school property shall move from one classroom to another or be taken out without permission. No school property shall be destroyed; if so, such a student takes full responsibility for its maintenance or replacement.

11.5. Students are prohibited from sitting on top of the desk or table to avoid any breakage/damage.

11.6. Students are expected to take good care of the Institute's property.

11.7. No student is allowed to put any notice on the school premises, either on notice boards, fences, walls, buildings, or grounds, without permission.

11.8. All students shall get the books required at school not from the outside.

11.9. The books shall be collected during the first week when the school reopens.

11.10. No refund for students who failed to collect their books from school.

11.11. Wearing formal is a must for every student on Wednesdays.

11.12. Students are expected to always be presentable, with no miniskirts, no half-dressed, no half-naked, and so forth.

11.13. **Attire:** long blue and black jeans (short, torn and patched jeans are not allowed). NB: All the learners are expected to put on formal attire on Wednesdays.
11.14. Misuse of cell phones is not allowed during times when teaching and learning are progressing and when writing examinations.
11.15. Working hours start from Monday to Friday from 0830hrs to 1630hrs; this implies that after these hours, there will not be any services provided.
11.16. Students are expected to be neat.
11.17. Students who become pregnant or get married during the course of their academic journey have to write a letter to the principal. Those married are expected to hand over copies of their marriage certificates to the office.
11.18. Any form of entertainment is prohibited during the last quarter, either inside or outside the Institute campus.

12. Criminal offense

12.1. Students shall abide by the rules and regulations and therefore avoid being called for disciplinary hearings.
12.2. Those with power at the students' stage in terms of disciplining them are class teachers, class monitors, prefects, the disciplinary hearing committee, the principal, and the school board.
12.3. A student who fails to abide by the rules and regulations shall be expelled from the Institute.

13. Criminal offenses that lead to students being expelled from the Institute

13.1. Invalid identical documents.
13.2. Behavior that brings the Institute into disrepute.
13.3. Stealing or keeping stolen items.
13.4. Harassing: threatening others, cursing, fighting, or attacking other students.
13.5. Trespassing of instructors, staff members, and students in/outside the Institute premises.
13.6. Being called for a disciplinary hearing repeatedly.
13.7. Any kind of assault.
13.8. Undermining and under-estimating instructors, non-teaching staff and learners, and others.
13.9. Failing to abide by the rules and regulations of the examinations.
13.10. Provoking other students.
13.11. Being the influencer of any misconduct that leads to striking.
13.12. Abortion.
13.13. Using or selling any kind of drug inside the school premises (drinking alcohol, smoking, sniffing), or coming into the school campus intoxicated
13.14. Misbehavior because of drugs and/or any other misbehavior.
13.15. Bringing or having firearms or any dangerous weapons on/off campus, even drugs or alcohol.
13.16. Assassination (inside or outside the campus).

14. Students' gatherings

No gatherings or any unpleasant behaviour that leads to disturbing classes shall be made without informing (letter writing) the principal a week before. They should clearly state the reasons they need to hold gatherings or be out of control.

15. Course assessment

15.1. Scores for all courses shall be reported as percentages and shall have the following meaning:

Scholastic Grade Scale: Grades are awarded on a 10-point grading scale as follows										
Grade	A^+	A	B^+	B	C^+	C	D^+	D	E	F

Minimum score	90.0	80.0	75.0	70.0	65.0	60.0	55.0	50.0	40.0	39.0

15.2. The final score for courses, whose assessment is based on the coursework and an examination, shall be a combination of 40% coursework and 60% examination.

15.2.1. Each semester is based on two formal tests or other form of continuous assessment.

15.2.2. Coursework is compulsory, and candidates shall not be considered for final assessment unless they have sat for two tests.

16. <u>Progression</u>

16.1. A student shall normally be allowed to proceed to the next level of study if he/she passes all the courses or provided that he/she satisfies the requirements of the repeat regulation 21.1.

16.2. Registration commences immediately after the publication of results, whereas late registration is on the first day when the school re-opens.

16.3. At the end of the academic year, the type of progression to the next level is based on the overall performance as follows:

Proceed with distinction: 80% and above
Proceed with merit : 70%- 79%
Proceed with credit : 60%- 69%
Proceed with pass : 50%- 59%
Fail : 0- 49%

16.3.1. For the final year, the pass levels shall be denoted as follows:

Pass with distinction: 80% and above
Pass with merit : 70%- 79%
Pass with credit : 60%- 69%
Pass with pass : 50%- 59%
Fail : 0- 49%

17.2.2. At the end of each program of study, the pass level shall be designated as:

Proceed with distinction: 80% and above
Proceed with merit : 70%- 79%

Proceed with credit : 60%- 69%
Proceed with pass : 50%- 59%
Fail : 0- 49%

16.4. A student shall be awarded a certificate if he/she has passed all the courses under his/her chosen program.

17. <u>Aegrotat regulations</u>

17.1. A student who is prevented by illness or other sufficient causes to sit for final examinations shall report the matter in writing to the office within a day and shall wait for supplementary examinations only in theories but for practicals it is a repeat. The report may be given to the Examination officers, parent, guardian, or prefects to report on behalf of the student in situations he/she is unable to do personally.

17.1.1. In case of illness, a student shall submit a medical report written on official letterhead and signed by an authorised medical doctor indicating the date of consultation and the period during which the student will not be able to engage in his/her studies. Thereafter, a learner submits a medical certificate latest being two days after discharge.

17.1.2. In case of the death of a spouse, child, parent, guardian, or sibling, a student has to submit a letter from the family and certified copies of the death certificate.

17.1.3. In cases not covered above, a student has to submit an appropriate document.

17.2. Pregnancy shall not be considered an illness unless it is certified by a medical doctor to make the writing of the examinations impossible.

17.3. A student who failed to sit for the final examination due to any sickness shall write during supplementary examinations.

18. Examination regulations

18.1. Before examinations

18.1.1. It is advisable for every candidate to be near the Examination Room at least 45 minutes before the examination begins.

18.1.2. It is the responsibility of a candidate to check the Timetable before the examinations commence.

18.1.3. The Timetable is subject to change by the Institute and will be notified to the candidates at least a day before.

18.2. During the examinations

18.2.1. All students shall be seated in their assigned seats 15 minutes before the commencement of the examination

18.2.2. No candidate shall be allowed in the examination room 30 minutes after the examination has begun, unless they have sufficient permission from the officials.

18.2.3. It is the responsibility of a candidate to remember his/her student number and to make sure that he/she enters the correct number on all the scripts before leaving the examination room.

18.2.4. Every candidate has a specified seat, and it is the discretion of the Examination Official to make changes in the seating arrangement.

18.2.5. No candidates are allowed to change their seats, disturb the seating arrangements, or move around the examination room without the permission of the Officer in charge.

18.2.6. Candidates are not allowed to bring unauthorised materials and equipment (for example, books, pamphlets, cellular phones, or any other printed materials) into the examination room.

18.2.7. Candidates who suffer from contagious diseases, allergy problems, and other valid reasons the Officer thinks are appropriate will be given a special room to write the paper.

18.2.8. All candidates must submit their answer sheets with the question paper to the officials and sign the register provided.

18.2.9. The candidates must always keep silent in the examination room.

18.2.10. A candidate who is found in possession of inadmissible materials, such as those indicated in 19.2.6 shall forfeit examination marks in the course and his/her final score shall be used on coursework only.

18.2.11. The Examination Official has the power to remove any candidate from the examination room if the Officer feels his/her presence is dangerous to others in the room or he/she has violated the examination room rules.

18.2.12. No candidates are allowed to go out of the room before an hour after the examination has started.

18.2.13. No candidates are allowed to enter the room after they have left.

18.2.14. It is the responsibility of each candidate that his/her desk is clean before writing. All unnecessary papers must be removed from the desk.

18.2.15. All the wasted papers shall be thrown in the waste box provided in the examination room and all the unused stationery shall be handed back to the Examination Officials before leaving the room.

18.2.16. No edibles and drinks are allowed in the examination room.

18.2.17. The decisions of the Examination Officials are final and binding.

18.2.18. All candidates must produce a student identity document when he/she enters the examination room.

18.2.19. It is the responsibility of each learner to check their examination results on the student portal and enquire from management where the need arises.

19. Procedure for remarking examinations

19.1. The students shall be allowed to lodge a formal written complaint or query regarding their examination results within a period of three (3) days from the date on which the results were released.
NB: The formal letter has to be accompanied by the payment.

19.2. The decision shall be made by the Examination Board after remarking, and it will be final and binding.

19.3. Remaking results shall be made known approximately a week following the decision made by the Examination Board. The result will be final, and no further discussions will be entered into with the students.

19.4. The application fee for remarking is non-refundable under any circumstances.

20. Supplementary examinations

20.1. No candidate is allowed to supplement more than two (2) courses.

20.2. The final score after supplementary examinations shall be a combination of the coursework and the examination. 50% shall be the final score entered in a candidate's transcript.

20.3. Supplementary examinations will be on the second week following the publication of results. A candidate shall be allowed to lodge a complaint or query regarding their examination results within a period of three (3) days from the date on which the results were released. A supplementary examination Timetable will be published along with the results.

21. Fail and repeat

A student who:

21.1. fails one (1) or two (2) courses in the examination must repeat the failed course(s) to proceed to the next level of the course.

21.2. either failed or did not appear for supplementary examinations must repeat the failed course(s).

21.3. will be disqualified from the examination room for breach of discipline during the examination and will have to repeat the course(s) in question.

21.4. is found guilty of examination malpractice, may be disqualified by the Examination Board, depending on the evidence presented before the Examination Board.

21.5. fails any practical course(s) will repeat it along with their theories for the whole year. If a candidate has passed the theory of that practical course in the previous examination, he/she will have a choice to sit for its theory and the best mark of the two examinations will be considered.

21.6. A student who is discontinued shall be expected to withdraw from the program for a period of one year and may reapply for admission thereafter.

22. Attachment regulations

22.1. Attachment is an ongoing process for a period of three months consecutive.

22.2. If a student fails to attend attachment for a month or so, this means that such a student will have to wait for the following year.