



REGISTRATION AND ENROLMENT CHECKLIST

PLEASE MAKE SURE THAT ALL THE INFORMATION ON YOUR PROOF OF REGISTRATION IS CORRECT.

STUDENT NAME(s) & SURNAME IS SPELLED CORRECTLY				
PLACEMENT TEST (Print out attached)				
SUBJECT(s) AS CHOSEN ON THE SUBJECT FORM				
V – FULL TIME		D – PART TIME		S – EXAM ONLY
CORRECT CELL NUMBER				
CORRECT EMAIL ADDRESS				
Private student		Bursary student		Employer
The parent/guardian/spouse/student will be held responsible for the payment of the full outstanding amount of the NCV/REPORT191 learning programme/course until the DHET/TVET bursary is paid to WESTCOL.				
Student must attend ALL their classes. If you are absent without valid reason, TRANSPORT and ACCOMODATION allowances will not be paid out in full.				
STUDENT SIGNATURE:				
DATE				

OFFICIAL USE ONLY

	Tick	Name	Signature
Staff must indicate that the following documents are completed or/and that the appropriate proof is attached			
Enrolment form:			
Certified copy of student's ID			
Certified copy of last school report/Department statement of results			
Copy of code of conduct/College rules/Punctuality policy was given to the student			
Completed contract (Part A – E)			
Completed subject choice form			
Completed NSFAS bursary application			
Signed by Admin/Verification staff			
Payment agreement:			
Signed by student/parent/guardian			
Certified copies of ID of person responsible for the payment			
Proof of residential address of person responsible for payment			
Copy of BANK verified deposit slip			
Proof of COLTECH registration			
Student photo			