

# ENROLMENT MADE EASY

## STEP BY STEP PROCESS

1

### ENROLMENT RECEPTION DESK - WELCOME

If you have received a letter from us , please present it on arrival.  
If you are not sure which course you would like to study you can discuss your options with a course adviser.

2

### INITIAL ASSESSMENT

Dont worry about this, it is just so that we can check your skills level and ensure that you are enrolling onto the right course and where necessary ensure you are provided with the disability or learning support.

3

### MEET A TEACHER - BE INTERVIEWED AND COMPLETE AN ENROLMENT FORM

You will either enrol on your chosen course or a course which is suitable for your level. If you or the interviewing lecturer feels that the course is not right for you, other options will be discussed at this point. Dont worry every effort will be made to ensure that you are placed on the right programme for you.

4

### FEE ASSESSMENT

Get your fees assessed by the Administrative fee assessors and pay your fees.

5

### LEARNING AGREEMENT/DATA ENTRY AND ID CARD

You will need to get your details on the system and collect your student ID card. Your photo will be taken for you to receive your ID card- which you must wear at all times whilst on College premises. This is for your safety and the safety of others.

6

### COLLECT YOUR INDUCTION CARD - EXIT RECEPTION

Collect you Induction and course start date information