



TUPOU TERTIARY INSTITUTE (TTI)

FASI CAMPUS



Application Form

All application forms should reach the TTI registration office NO LATER THAN FRIDAY 26th Jan 2018

TTI is a Christian Higher Education Institution of the Free Wesleyan Church of Tonga

TTI Main Campus
Lavinia Rd, Fasi –moe –Afi
Nuku'alofa

Telephone: (676) 28890, 28889
Fax: (676) 25073
office@tti.to www.tti.to

PLEASE READ THE INSTRUCTIONS BELOW CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION FORM

INSTRUCTIONS

The purpose of this application form is to obtain the information we need to offer you a place at TTI. This form also specifies the legal conditions of your enrollment with TTI.

The applicant (prospective students) must complete the application form by

- **COMPLETING** Sections A – G of this form by printing answers clearly or tick the appropriate box.
- **SIGNING** the form and attaching all additional documentation that is required.

A PERSONAL DETAILS - PRINT your full legal name (as per Birth Certificate)

1	Family Name:	2	First Name(s):
3	Preferred First name:	4	Gender (please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>
5	Preferred title: Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> other (specify) :		
6	Date of Birth day month year	7	Guardian's name:
8	Applicant's Home Address:	9	Guardian (s) address (if different from home address)
Phone: Mobile:		Phone: Mobile:	
Fax: Email:		Fax: Email :	

B ACADEMIC INFORMATION

1	Secondary / High School
	Name of Last secondary / High School
	What Year was your final year at secondary school?
	Level (F5, 6 or 7) and exam passed (TSC, TFSC, and TNFSC)
	<i>(Please enclose certified copies of original academic results for F5 & F6 & F7)</i>

2 **Tertiary Study**

Have you ever enrolled in any tertiary education institution? Yes No

Name of University /Institute / College Country

How many years you attended tertiary education? Years

Name of qualification gained:

(Please enclose certified academic results)

C DOCUMENTATION

You must provide Certified Copies of the following *Attached (please tick)*

Birth Certificate or passport	<input type="radio"/>
Academic Certificates and Transcripts	<input type="radio"/>
Reference / Recommendation letter from Principal of the last secondary school you attended	<input type="radio"/>
Two recent passport photos	<input type="radio"/>

(Forms will NOT be accepted if the above are not completed)

D PROGRAMME OF STUDY

Please tick the program you are applying for:

<input type="checkbox"/> Certificate L4 in Business	<input type="checkbox"/> TTI Diploma in Information Technology Level 5
<input type="checkbox"/> Certificate L4 in Information Technology	<input type="checkbox"/> TTI Diploma in Business L5
<input type="checkbox"/> Certificate L4 in Music and Performing Arts	<input type="checkbox"/> TTI Diploma in Architectural Technology L5
<input type="checkbox"/> Certificate L4 in Teaching Studies	<input type="checkbox"/> TTI Diploma in Teaching Studies L5
<input type="checkbox"/> Certificate L4 in Architectural Technology	<input type="checkbox"/> TTI Diploma in Social Practice L5
<input type="checkbox"/> Certificate L4 in Social Practice	

E CONDITION OF ACCEPTANCE

Successful applicants for all programmes will be informed by radio announcement on **2nd Feb 2018** and your place will be confirmed by paying the **Registration fee of TOP \$ 210** during enrollment on the **5-8th of Feb 2018**. Late enrollment will be on the 9th of Feb 2018 with a late registration fee of \$50. All students are required to attend **Enrollment** and all new students **MUST** attend the **Orientation Day** on **5th Feb 2018 at 9am**. **Please note \$200 of registration will be counted towards tuition fees for Semester 1.**

F STUDENTS DISCLOSURE INFORMATION

Payment, Withdrawal, Refund Policy and Character Building Programme

(a) Application procedure

- Applicants need to complete all sections of the TTI Application Form, attach all relevant certified information and forward to the **TTI Registration office, Lavinia Rd, Fasi moe Afi, Nuku'alofa.**

(b) Withdrawal and Refund Procedures

(i) For all the programs 75% of the fees paid or expected to pay towards will be refunded if the student withdraws prior to or Within two **(2) weeks** of the programme commencement. Withdrawals **after two (2) weeks** of classes commence should be liable to pay all TTI fees.

(ii) Any application for withdrawal with refund **MUST** fill and submit the appropriate withdrawal form (from the administration office) and must state reasons in full. Written confirmation from sponsors/guardians/parents is required.

(c) Character Building Programme

- Applicants **MUST** enroll in the **Character Building Programme** which is mandatory for all new and full time students.

G. DECLARATION BY APPLICANT

(a) I Declare that the information supplied in this application and the attached document is correct and complete.

(b) I have read and accept the Enrollment, Payment, withdrawal and Refund Policy above.

(c) I understand it is my responsibility to follow all regulations and policies of TTI.

I give permission for TTI to contact my sponsors/guardians/parents if the need arises.

Signature and name of applicant student.

Signature:..... Print Name..... Date.....

If not sign by prospective student, please sign and give name, and relationship to applicant

Signature..... Print Name..... Date.....

TTI Registration Services ONLY: Approval of Program (s)

Approved Declined Date of Approval.....

Comments/Conditions:

Sign by Program Manager..... Sign by Dean Academic.....