



TUPOU TERTIARY INSTITUTE (TTI)

FASI CAMPUS



Application Form

All application forms should reach the TTI registration office NO LATER THAN FRIDAY 24th Jan 2020

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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </div> 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:	
Facebook: Email:		Facebook: 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 <input type="checkbox"/> No <input type="checkbox"/> Name of University /Institute / College Country How many years you attended tertiary education? Years Name of qualification gained: <i>(Please enclose certified academic results)</i>

C DOCUMENTATION**You must provide Certified Copies of the following**

Attached (please tick)

Birth Certificate or passport Academic Certificates and Transcripts Reference / Recommendation letter from Principal of the last secondary school you attended Two recent passport photos **(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 in Business Level 4	<input type="checkbox"/>	Certificate in Sports and Health Science Level 4
<input type="checkbox"/>	Certificate in Information Technology Level 4	<input type="checkbox"/>	Certificate in Information Technology Level 5
<input type="checkbox"/>	Certificate in Music and Performing Arts Level 4	<input type="checkbox"/>	Diploma in Information Technology Level 5
<input type="checkbox"/>	Certificate in Teaching Studies Level 4	<input type="checkbox"/>	Diploma in Business Level 5
<input type="checkbox"/>	Certificate in Architectural Technology Level 4	<input type="checkbox"/>	Diploma in Architectural Technology Level 5
<input type="checkbox"/>	Certificate in Social Practice and Counselling Level 4	<input type="checkbox"/>	Diploma in Teaching studies Level 5
<input type="checkbox"/>	Certificate in Youth Development Level 4	<input type="checkbox"/>	Diploma in Health and Sport Science Level 5

E CONDITION OF ACCEPTANCE

Successful applicants for all programmes will be informed by radio announcement on **31st January 2020** and your place will be confirmed by paying the **Registration fee of TOP \$ 210** during enrollment on **5th & 6th of Feb 2020**. Late enrollment will be on the **7th of Feb 2020** with a late registration fee of \$50. All students are required to attend **Enrollment** and all new students **MUST** attend the **Orientation Day** on **3rd & 4th Feb 2020 at 9am**

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

- 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.
- 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.....