

## **Application for New Students**

To apply for entry into any of TTI's programme of studies, you need to collect a copy of the TTI application form from the Registration office a month before the start of the semester. The form must be completed and submit together with all the requirements needed by each programme. (Please refer to the School brochures for additional information)

Before you submit your application form, please check that:

- > Your qualifications are clearly stated.
- > You have clearly stated your address, telephone contacts, parents or guardians.
- > You have included all your certified documents required to support your application.

Once TTI receives and process your application, you will be informed if your application is accepted or declined. Successful applicants will proceed on to enroll for their programme of studies.

## **Registration and Course Enrollment**

Registration and enrollment requires you to come to TTI on the day scheduled for your programme to avoid any inconvenience. During registration and enrollment you will be provided with further assistances from TTI on the best programme of studies for you before you can complete your enrollment.

## **A Registration fee of \$210**

Paid in order to complete your enrolment fully. This amount must be paid in full before your name is included in the class list.

## **Late registration**

Registration after the enrollment week is required to pay a TOP\$50 as late registration penalty fee. This is the first week of the semester. After the first week, any late registration will not be accepted.

## **What do I need to do if I want to withdraw from a course or from the programme?**

- > After enrolling for a course and you feel that you might not complete a course for any reasons. You can complete a Request to Withdraw form (RWC form) and return to the registration office no later than the second Friday from the commencement of the programme.
- > Refer to the TTI principal dates for the final date for withdrawal with or without tuition fees for each semester. The RW form will be available at the main office at TTI.

## **Cancellation of Registration.**

- > TTI shall cancel the registration of any student who failed to pay their registration and tuition fees in full after the dead line for payment of fees.
- > Students whose registration has been cancelled shall not use any facilities of the institution or attend classes from the date of cancellation of their registration.

## **Withdraw from the Institution.**

- > Students who wish to withdraw from the institution must complete the Request to Withdraw form (RW form).
- > No refund can be made until the student completes the RW form.

## WHO DO I CONTACT?

<b>Telephone</b>	28890, 27278, 28889
<b>Email</b>	<a href="mailto:office@tti.to">office@tti.to</a>
<b>Policy &amp; Regulations</b>	Rev. Dr. 'Ungatea Kata
<b>Registration, School Fees &amp; Administrative Matters</b>	<b>Dean Academic Support</b> Mrs. Adelina Mafile'o
<b>Selection of Programs, Courses &amp; Academic Matters</b>	<b>Dean Academic</b> Mrs. 'Ofa Va'enuku
<b>Program Managers</b>	
<b>Certificate</b>	Mrs. Donna Baker
<b>School of Business</b>	Mr. Saimone Fakahua
<b>School of IT</b>	Mr Viliami Fakasiieiki
<b>School of Construction</b>	Rev. Dr. Taukei 'Ahomana
<b>School of Teaching</b>	Rev. Dr. 'Ungatea kata