



# TUPOU TERTIARY INSTITUTE (TTI)

FASI & POUONO CAMPUS

## Application for an Offer of Place Form

**All application forms should reach the TTI registration office NO LATER THAN FRIDAY 17<sup>th</sup> Jan 2025**

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) 28-890 or 28-889  
Email: [office@tti.to](mailto:office@tti.to)  
Web Site: [www.tti.to](http://www.tti.to)

TTI Pouono Campus  
Laifone Rd, Waterloo, Kameli  
Neiafu, Vava’u  
Telephone: (676) 70-995

**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.

<b>A PERSONAL DETAILS - PRINT your full legal name (as per Birth Certificate)</b>	
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 <input type="text"/> day <input type="text"/> month <input type="text"/> year
7	Guardian’s name:
8	Applicant’s Home Address:
9	Guardian (s) address (if different from home address)
Phone: Mobile:	
Facebook: Email:	
<b>B ACADEMIC INFORMATION</b>	
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, or TNFSC) .....
	<i>(Please enclose original academic results and a copy for F5 &amp; F6 &amp; 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 ORIGINAL AND A COPY of the following** Attached (please tick)

Birth Certificate ONLY	<input type="checkbox"/>
Academic Certificates and Transcripts	<input type="checkbox"/>
Reference letter from Principal of the last school/institute you attended <b>or</b> current employer if you're working	<input type="checkbox"/>
Two recent passport photos (Original Only)	<input type="checkbox"/>
Police Record (Aged Care Programme Only)	<input type="checkbox"/>

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

**D PROGRAMME OF STUDY**

Please tick the program you are applying for:

TTI FASI CAMPUS ONLY	
<input type="checkbox"/> Certificate in Business Level 4	<input type="checkbox"/> Diploma in Information System Level 5
<input type="checkbox"/> Certificate in Information Technology Level 4	<input type="checkbox"/> Advanced Diploma in Information System Level 6
<input type="checkbox"/> Certificate in Music and Performing Arts Level 4	<input type="checkbox"/> Diploma in Business Level 5
<input type="checkbox"/> Certificate in Teaching Studies Level 4	<input type="checkbox"/> Advanced Diploma in Business Level 6
<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
<input type="checkbox"/> Certificate in Aged Community Care Level 2	<input type="checkbox"/> Bachelor in Education Level 7
<input type="checkbox"/> Certificate in Aged Community Care Level 3	<input type="checkbox"/> Bachelor in Applied Business Studies Level 7
<input type="checkbox"/> Certificate in Sports and Health Science Level 4	<input type="checkbox"/> Bachelor in Information Technology Level 7
<input type="checkbox"/> Certificate in Information Technology Level 5	<input type="checkbox"/> Graduate Diploma in Christian Education Level 7
TTI POUONO CAMPUS ONLY	
<input type="checkbox"/> Certificate in Automotive Engineering Level 2	<input type="checkbox"/> Certificate in Hospitality (Introductory to Cookery) Level 2
<input type="checkbox"/> Certificate in Automotive Engineering Level 4	<input type="checkbox"/> Certificate in Electrical & Electronics Technology Level 3
<input type="checkbox"/> Certificate in Carpentry Level 3	<input type="checkbox"/> Certificate in Information Technology Level 4
<input type="checkbox"/> Certificate in Marine Multi-Skills Level 3	

**E CONDITION OF ACCEPTANCE**

Successful applicants for all programmes will be informed by email or telephone by **31<sup>st</sup> January 2025** and your place will be confirmed by paying the **Registration of TOP \$ 210** during enrollment on **4-7<sup>th</sup> of Feb 2025**. Late enrollment will be on the **10-14<sup>th</sup> of Feb 2025** with a late registration fee of \$50. All students are required to attend **Enrollment** and all new students **MUST** attend the **Orientation Day** on **3<sup>rd</sup> of Feb 2024 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 information and forward to the TTI Registration office, Lavinia Rd, Fasi moe Afi, Nuku'alofa or TTI Pouono Campus, Laifone Rd, Waterloo, Kameli, Neiafu, Vava'u respectively.

**(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 four (4) 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 TTI 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..... Relationship to Applicant: .....

Date.....

**TTI Registration Services ONLY: Approval of Program (s)**

Approved  Declined  Date of Approval.....

Comments/Conditions:

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

Date: ..... Date:.....

**Additional Information**

1. Blood Type: \_\_\_\_\_

2. Medical Condition/Health Issues: \_\_\_\_\_

3. Why have you chosen to apply to TTI?

4. Why should we offer you a place at TTI for 2025?