



Dear Learners:(Pretoria West Campus Only)

Tshwane South TVET College is commencing with its enrolment process for the Natural Sciences (N-courses) on the 14th July 2017. Only learners who meet the criteria for enrolment will be allowed to participate in the process.

FULL -TIME ENROLMENT PROCEDURE:

TRIMESTER 3 OF 2017

Step 1:	<ul style="list-style-type: none"> • Obtain your ACADEMIC HISTORY REPORT in class during the B-Period. • For ALL learners who do not have a "B" period, you will obtain your ACADEMIC HISTORY REPORT during the "C" period. 	14 July 2017
Step 2:	<p>Present your Academic History Report at the Study Centre and you will receive a Provisional Enrolment Form with the campus banking details.</p> <ul style="list-style-type: none"> • All previous fees must first be paid in full. • You are required to pay a minimum deposit of R400-00 to secure an enrolment form. • Please do not deposit any monies into the college's account before receiving a Provisional Enrolment Form. 	14 July 2017
Step 3:	<p>Present proof of your payment at the Study Centre and you will be issued with a registration form.</p> <ul style="list-style-type: none"> • Complete the registration form and submit it immediately to the staff present in the venue. • <i>No registration forms will be allowed to leave the venue.</i> • <i>All students who intend to register for Term 3 of 2017 will be assisted at the STUDY CENTRE.</i> • <i>Employed & foreign students who intend to register for Term 3 of 2017 must report at the CAMPUS FINANCE COUNTER.</i> 	17 - 20 July 2017
Step 4:	<ul style="list-style-type: none"> • Receive your statement of results (August 2017 Exams). • <i>Attach your examination results to your proof of payment as well as proof of enrolment.</i> • <i>In line with the admission policy requirements (for full-time a student must pass 3 or 4 subjects at the same level), qualifying students will be permitted to proceed with the registration process.</i> 	06 September 2017

Step 5:	At the campus main hall, collect your registration form, road map and proceed to the course registration station where subjects will be allocated accordingly (<i>ITC main hall</i>).	04 - 08 September 2017
Step 6:	Proceed to the data capturers for capturing, and receive the final proof of registration (<i>Window 1 – 6</i>)	04 - 08 September 2017
Step 7:	Proceed to <i>window 7</i> for student card.	04 - 08 September 2017
Step 8:	Drop your ROAD MAP inside the drop box (<i>window 7</i>).	04 - 08 September 2017

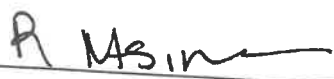
Very important:

1. Having paid the R400-00 deposit does not automatically guarantee you a full-time seat. You will still be subjected to the College selection criteria (Admission Policy).
2. Registration is based also on a first come first served basis.
3. In the case where a student has paid the required deposit, **but does not qualify for fulltime registration**, the deposit may be transferred to part-time studies, or if required an application form for refund may be completed with the campus finance office. This also applies to students who qualify but due to space constraints cannot be accommodated for full-time studies.

REGISTRATION DATES FOR TRIMESTER 3 OF 2017:

ENROLMENT DATE	N – LEVEL	QUALIFICATION
FULL – TIME		
04 - 05 September 2017	N 1	All new N1 full-time students
05- 06 September 2017	N 2 & N3	Enrolled students only
07 - 08 September 2017	N 4 – N 6	Enrolled students only
11 September 2017	N1-N6	All other students provided there is still space available.
PART – TIME		
05 - 13 September 2017	N 1 – N6	All students

NOTE: ALL CLASSES COMMENCE ON THE 11 September 2017.


 RM NTSIMANE
 ACTING DEP PRINC ACADEMIC

13/07/2017
 Date