



Please Tick (✓) the box indicating the Course of your choice:

- | | |
|--|---|
| <input type="checkbox"/> Construction Project Management | Contact hours: 75
Cost: \$550.00 |
| <input type="checkbox"/> Electrical Installation | Contact Hours: 75
Cost: \$550.00 |
| <input type="checkbox"/> Events and Conference Management | Contact hours: 75
Cost: \$550.00 |
| <input type="checkbox"/> Fundamentals of Plumbing | Contact hours: 75
Cost: \$550.00 |
| <input type="checkbox"/> Housekeeping Services | Contact Hours: 75
Cost: \$550.00 |
| <input type="checkbox"/> Quality Customer Care | Contact Hours: 75
Cost: \$550.00 |

Part-time Certificate Programme

- | | |
|--|------------------|
| <input type="checkbox"/> Occupational Studies Certificate in
General Office Administration (Office Clerk) | Cost: TBA |
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- All applications must be accompanied by two character reference letters
- Successful applicants will be emailed and notified by telephone.
- Fees must be paid in full at the Bursar’s Office at Villa by Friday September 9th, 2016.

I understand that it is my responsibility to ensure that I satisfy all regulations and requirements for successful completion of this course of study.	
Applicant’s Signature _____	Date _____

FOR OFFICIAL USE ONLY

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|----------------------------------|--|---|
| Copies of Certificates submitted | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Character references submitted | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Status: | <input type="checkbox"/> Accepted fully | <input type="checkbox"/> Accepted with conditions |
| | <input type="checkbox"/> Acceptance deferred | <input type="checkbox"/> Denied acceptance |

Signature.....
Programme Coordinator

Recommended for Programme Yes No

Signature Date
Dean/Registrar