

IMPORTANT NOTICE FOR APPLICANTS

Thank you for your interest in pursuing further education at the St. Vincent and the Grenadines Community College.

I write to advise that the first round of Acceptance letters will be sent out on the evening of Friday August 26, 2016. If you do not receive an acceptance letter at this time, it does not necessarily mean that you have not been accepted, it may mean that your application is under review or further deliberation. However, you will receive some correspondence from the College by Friday September 02, 2016 to advise whether or not your application was successful.

Please be aware of the following information in preparation for the payment of fees and the registration process:

PAYMENT OF FEES

DIVISION OF TECHNICAL AND VOCATIONAL EDUCATION

Successful applicants to the Division of Technical and Vocational Education must make the following payments at the Villa Campus during the times specified below:

- **Monday August 29, 2016 - 8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 3:00 p.m.**
- **Tuesday August 30, 2016 - 8:30 a.m. - 12:00 p.m. ONLY**

The following fees **MUST** be paid:

- | | |
|--------------------------------|------------|
| 1. Registration Fee | EC\$550.00 |
| 2. College Identification Card | EC\$ 15.00 |
| 3. Technology Fee | EC\$ 20.00 |
| 4. Student Guild Fee | EC\$ 15.00 |

IN ADDITION TO THE FEES LISTED ABOVE, DEPENDING ON THE PROGRAMME FOR WHICH YOU HAVE BEEN ACCEPTED, YOU WILL BE REQUIRED TO PAY PROGRAMME FEES AS FOLLOWS:

Programme	Department	Lab Coat/ Overall/Chef Coat	Tools & Equipment	Programme Fee	Total to pay in addition to other fees
Business Studies: Accounting	Business & General Studies	Nil	Nil	\$80.00	\$80.00
Business Studies: Sales & Marketing	Business & General Studies	Nil	Nil	\$80.00	\$80.00
Entrepreneurship & Small Bus. Mgmt	Business & General Studies	Nil	Nil	\$80.00	\$80.00
Office Administration		Nil	Nil	\$80.00	\$80.00
Agricultural Entrepreneurship	Hospitality & Agriculture	\$100.00	Nil	\$80.00	\$180.00

Hospitality	Hospitality & Agriculture	\$100.00	Nil	\$80.00	\$180.00
Culinary Arts	Hospitality & Agriculture	\$100.00	Nil	\$80.00	\$180.00
Travel & Tourism	Hospitality & Agriculture	\$100.00	Nil	\$80.00	\$180.00
Electrical Technology	Engineering	\$100.00	\$120.00	\$50.00	\$270.00
Mechanical Technology	Engineering	\$100.00	\$125.00	\$50.00	\$275.00
Automotive Repairs Technology (Cert.)	Engineering	\$100.00	\$110.00	\$50.00	\$260.00
Automotive Repairs Technology (AAS)	Engineering	\$100.00	\$110.00	\$50.00	\$260.00
Refrigeration & Air Conditioning (Cert.)	Engineering	\$100.00	\$200.00	\$50.00	\$350.00
Refrigeration & Air Conditioning (AAS)	Engineering	\$100.00	\$200.00	\$50.00	\$350.00
Architecture & Building Construction	Engineering	\$100.00	\$170.00	\$50.00	\$320.00
Information & Communication Tech.	Engineering	Nil	\$120.00	\$50.00	\$170.00
Computer & Electronics Technology	Engineering	Nil	\$120.00	\$50.00	\$170.00

DIVISION OF ARTS, SCIENCES AND GENERAL STUDIES

Successful applicants to the Division of Arts, Sciences and General Studies must make the following payments at the Villa Campus during the times specified below:

- **Tuesday August 30, 2016 - 1:00 p.m. - 3:00 p.m. ONLY**
- **Wednesday August 31, 2016 - 8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 3:00 p.m.**

ASSOCIATE DEGREE STUDENTS

- | | |
|--------------------------------|------------|
| 1. Registration Fee | EC\$350.00 |
| 2. College Identification Card | EC\$ 15.00 |
| 3. Technology Fee | EC\$ 20.00 |
| 4. Student Guild Fee | EC\$ 15.00 |

CAPE STUDENTS

- | | |
|--------------------------------|------------|
| 1. Registration Fee | EC\$350.00 |
| 2. College Identification Card | EC\$ 15.00 |
| 3. Technology Fee | EC\$ 20.00 |
| 4. Student Guild Fee | EC\$ 15.00 |
| 5. Local Exam Fee | EC\$ 30.00 |

Further, if you have been accepted to do any of the CAPE Natural Science courses, i.e. Biology, Chemistry, Physics and Environmental Science, you will be required to pay an additional \$30.00 per course, per academic year.

REGISTRATION

Directly following the payment of fees successful applicants will proceed **with their receipts** to be registered with the following documents:

1. A printed and signed copy of the SVGCC Terms of Discipline (included in your acceptance package)
2. A **certified** photocopy of your birth certificate
3. A **certified** passport size photograph of yourself

PHOTO ID's

Following registration, successful applicants will proceed to the Library **with their receipts**, to have photographs taken for the College Identification cards.

We hope that the information outlined above assists you in making the necessary preparations for entry into the St. Vincent and the Grenadines Community College. You will however receive more detailed information in your letter of acceptance. Should you require any further assistance please call the office at 457-4503.

Samantha Minors-Rouse
Registrar