

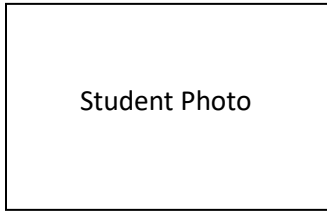


VOCATIONAL TRAINING INSTITUTE

99, Avenue John Kennedy, Vacoas ,Mauritius

Tel No: 696-6051 – Fax No: 696-2062

Email: vti@intnet.mu – Web: <http://www.vtimauritius.com>



Mode of Course: Full Time Yr /Part Time [course –see overleaf] **Session:** Jan / June 2021

Mode of Payment: in full / semester * / monthly*

The Manager, VTI – Vacoas Sir, [1] Kindly admit me/my ward into the below course and for the period prescribed [2] shall pay the institute/school fees as per my /our approval and request although the units and duration could be longer than the authority approved one-due to my/our own request, and to my/his/her age; educational intelligence and availability and [3]1/we approve the [a] payment *shall include monthly VTI ltd administration chargers [b] understood the refund policy and shall abide by its different policies [c] minimum threshold policy and also for all that may be reviewed as a notice only

COURSE APPLICATION & CONFIRMATION FORM

Student Surname:
..... **Other Names:**

Address:

D.O.B: **Tel Res:** **Tel Off:**
ID: **Mobile No** **Email :**

Educational Qualifications

| <u>School or College [last]</u> | <u>Examination passed</u> | <u>Year</u> |
|---------------------------------|---------------------------|-------------|
| | | |

Dependent / own . **Relation**
Occupation; **COMPANY**

Address if different from above
Tel **Mob** **Email**

All details therein are true to the best of my/our knowledge and belief and any change in my/our data **will be immediately communicated to the VTI office** Also, confirm the mode of payment chosen and is medically fit and do not have any health problem

Date **Dep. NAME** **signature**

Student Name **Signature**



Tick the course applied for

| SN | Courses | Exams Code | Duration | Units |
|------------------|---|--|---|---|
| 1. Electric * | [a] Level 2 Diploma in Engineering – Electrical and Electronic Tech* [b] Level 3 Diploma in Engineering – Electrical and Electronic | C&G 2850-54 C&G 2850-90 | 1 ½ /2 yrs 1 ½ /2 yrs | 6 Modules 6 modules |
| 2 Automobile | [a] level 1 Diploma in Light vehicle [b] Level 2 Diploma in Light Vehicle Maintenance & Repair Principles (4290 12)*With electric and electronic & Engine Management [NEW] [c] Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (4290-13)*[NEW] | [4290-11] C&G 4290-12 C&G 4290-13 - | 2 yrs 2 Years 2 years | 11/12 units 18 Modules 17 modules |
| 3 Hospitality | A CTH Level 2 Award in Restaurant & Bar Service - b. CTH Level 2 Award in Housekeeping c. CTH Level 2 Award in Front Office d. CTH Level 2 Award in Hospitality Practice e. Foundation Diploma in hospitality Business f. Diploma 2 in Culinary skills | CTH level 2 CTH level 2 CTH level 2 CTH level 2 CTH level 3 CTH level 2 | 6 months " " 1 yr 1 year 2 YRS | 3 modules 3 modules 3 modules 5 modules 4 modules 14 UNITS |
| 4 Law | [i] Diploma in law- equivalent to A level [ii] Diploma in Law Equivalent to 1 st year of a British Degree [iii] Diploma in Law –equivalent to 2 nd yr of a British degree | Athe level 3 Athe level 4 Athe level 5 | 1 yr 1 yr 1 yr | 4 units 4 units 4 units |
| 5 Accounting | I] aaT Level 2 foundation certificate in accounting ii] aaT Level 3 Advanced Diploma in Accounting iii] aaT Level4 Professional Diploma in accounting | aaT level 2 aaT Level 3 aaT level 4 | 1 yr 1 yr 1 yr | 5 units 6 units 6 units |
| 6 multi skills | Multi skills cert[Plumbing, Electric, Refrigeration /Air conditioning] | Attendance certificate | 6 months | |
| 7 make up | Make up [basic/intermediate/advanced] | Attendance certificate | 3 months each | |

I/We confirmed having well understood the [1] refund policy & [2] the admin fee policies which is in brief below and have no questions and shall abide by without any query

| | | |
|----------|--|-----------------------------|
| 1 | When paid in full/semester | Refunded tuition fee |
| [a] | Within ten days prior to starting of course | 75% of total paid |
| [b] | Attended 1 to 3 tuition classes as per time table | _50% of total paid |
| [c] | Attended 4 plus tuition classes as per timetable | _No refund |
| 2 | When paid monthly | |
| | Note initial and/admission fee are non refundable | |
| [a] | Within ten days prior to starting of course | 75% of total paid |
| [b] | Attended 1 to 3 tuition classes as per time table | _50% of total paid |
| [c] | Attended 4 plus tuition classes as per timetable | _No refund |

| | |
|---|------------------|
| **VTI LTD Admin Fee-[exam fee] per candidate in brief -Initial fee | Rs 350/ |
| Component fee | Rs 350/ |
| Registration fee | Rs 400/ |
| Examination continuous practical assessment fee Including supervision, dissertation/thesis and Portfolio /project /report etc] | Rs 1,000/ daily |
| Mock exam | Rs 500/ per unit |
| Miscellaneous fee | Rs 500/ |

Note : **Request from Student/s in financial difficulty might be taken into consideration **Date**

Responsible signature

Student signature

cont /



Internal/external Exam exigencies ,check list and not limited to the below

1. VTI Ltd Institute/school fees include vti ltd tuition-course fee and other expenses as, remedial classes, library, materials, if any and **does not include external registration/membership and examination fees**
2. Students should mandatorily be self insured during schooling at vti ltd.
- 3 Uniforms would be compulsory to all full time students at all time during school and exam
4. **Full Time students** should have in their possession school materials[program copy book; and other requested school materials]- **at all time during school and program copy book during examination sessions for record**
5. Student are responsible mandatorily to complete and submit all assigned work/exercise/portfolios/workbook etc in due time as prescribed without any excuse
- 6.EXAM Time-Table will be delivered only to student/s who have paid all school due; and **Management of the VTI will not be responsible if student do not collect the time-table in time].**
7. The Management of the VTI will not be responsible if student... **(I) Did not complete in full their course/s or fail their exam (II) Did not appear for the examination/s**
8. Students have to, very importantly, take notice of all the instructions and information as per his/her conducts, admission ,course details, **examination notices and rules governing said ;examination award etc.**
9. **VTI Admin Fee: All external examination ,annual registration membership,, exam registration, module exam fees and MES local fees for students at and through VTI ltd shall include VTI ltd administration chargers, ,cost, commission and accessories, continuous assessment and processing fee and could be changed as a notice only**
10. Student obtaining less than 80 percent attendance will not be accepted onto examination either locally or internationally or both except on management recommendation and discretion

Note; Full Time Student/s obtaining less than 80 % attendance in the year and term,[a] is allowed to continue the next term of the same year [b]Satisfied the 80% presence exigencies of this new term and[c] have to clear and resit the precedent term together with the new terminal test

11. Passing a module/unit for the internal exam [full time only].

i. In order to pass a module/unit and **be awarded the transcript/credits**, the following conditions must be met:

12) A student must attempt all assessment elements in each semester and approve the marking schemes;

10]. Condonation [full time]

The Examination Supervisor may, at its discretion, condone a fail and award marks/ credits in up to two modules where: The student obtains a mark of 35 - 39%[for skills[and 45 - 49%[for technology] and in the course concerned



13] **Progression within the programme/course** [full time only].

To progress to the next year/level of the same Programme all the three terminal tests must be passed

14]. **Refer in Assignment/practical** [full time & part time]

-Refer in practical unit/s will be given to (a) student/s who has/have failed to pay his/her institute fees in time or/ [b] student/s only for incomplete work/assignment/p-Folio is/ OR to those absent and/ has/have produced medical evidence and a VTI ltd local refer fee of Rs 100/= per student per sitting per assessment will be charged. **Only two refer will be allowed for each practical exam/test**

15] have read ,understood and also approve the examination minimum threshold policy ie Each external examination body set its minimum threshold limit/policy- If the minimum number of student/ fees as per minimum threshold is not met, the student/s name /fees will be transferred to the next cohort/session and will be notified. If student is not satisfied and may request for exam registration/ fees refund **only** and exam registration/exam fees refund policy apply.

Student will be eligible for a VTI LTD course completion testimonial if decided to cease- due to exam minimum threshold restriction

16] **External annual membership/registration and modular Exam Payment:**

[a] latest by 15th of February for June exam series: [b] latest 15th of July for December exam series : The Management of the vti ltd[i] reserve the right to amend the date/s as a notice only and [ii] may impose a late fee

16] **Exam Materials : [full time & part time]**

-All materials on project/assignment/work book etc submitted for the examination Practical Assignments shall be the property of the student concerned .

- Arrangement have to be made to collect said immediately after result.

-VTI nor its management or both shall not be liable for any damage / lost, a week after result.

-The Assignments materials shall remain and be the property of VTI, a month after.

17] **Note/Advanced Warning[a] -external examination and award** Courses are recognized by the MQA only if all units/modules as per award level/s are successfully completed **[b] -others** -So as to remove any possible doubt, applicants are informed that the vti ltd is under no obligation to find employment eventually for successful applicants.

Note; All the other terms and conditions governing and applying to admission, ,examination and policies related to course, institute , vti admin fee, refund policy ,examination , etc have been duly read and explained to me/us so much that I/WE have fully understood the tenor and meaning thereof and is/are fully agreeable therewith. I/WE therefore accept the aforesaid terms and other conditions-including the rules and regulations and policies- [copy of which I/We have received] and shall MANDATORILY abide by.

.....

.....

Responsible party Signature & Approval

Student Signature & Approval

Date :

I confirm having received the offer letter [sig] date.....