



VOCATIONAL TRAINING INSTITUTE

99, Avenue John Kennedy, Vacoas ,Mauritius
Tel No: 696-6051 – Fax No: 696-2062
Email: vti@intnet.mu – Web: <http://www.vti.ltd.mu>



COURSE APPLICATION & CONFIRMATION FORM

Mode of Course: Full-time or Part-time- Saturday / Evening/ Or External	Duration:
Session: Jan / Feb. / June year.....	Course:
Class: [F/T only] Stage 1- Year 1 / 2 / 3 Stage 2- Year 4 / 5 4/5	Leading to double /single award:
Mode of Payment: in full / semester / monthly	

The Manager, VTI – Vacoas Sir, Kindly admit me into the above course and for the period prescribed and shall pay the institute/school fees as per my /our approval and request although the units and duration are longer than the MQA approved one-due to my/our own request, age; educational intelligence and availability .

Student Surname:	Other Names:	
Address:		
D.O.B:	Tel Res: Tel Off:	
ID:	Tel No Email :	
Educational Qualifications[last] :		
School or College [last]	Examination passed	Year
Responsible Party: (Mr./Mrs./Miss):		
Relation to student:		
Address:		
Tel Res: Office	Occupation: at	
Email	Mob:	

I/we do declare that all the entries in this application form and all the additional particulars (if any) furnished along with it 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 .

cont/



RULES & REGULATIONS:

Institute/school fees

1. VTI Ltd Institute/school fees include vti ltd tuition-programme fee and other expenses as insurance, remedial classes, library, materials, discount rate for photo copies etc if any
2. Institute/school fee has to be paid in full as and when enrolled or by latest within the first month of enrollment .Other mode of payment ie Payment by semester or by monthly would incur an increase as per plan chosen per month. Monthly payment (12/17] months has to be paid in advance on or before the 10th of each month.
3. Payment of Institute/school fees should be affected as per plan scheme unless prior agreement has been made.
4. Crossed cheques to be made payable to Vocational Training Institute Ltd.
5. A cancellation fee of 50% of the institute fee will be applicable if cancellation request occurs in writing and within two working class sessions & after no fees will be refunded and but could be transferred for another one session only.
6. Tuition - programme fees will be refunded only if the course is cancelled/not hold by the institute
7. Admission priority will be given at the time of admission, for those [a] paying their fees in full [b] semester wise and [c] monthly
8. Uniforms would be compulsory to all full time students at all time during school ,
9. common hair style for full time[a] girls and [b] boys will be compulsory at all time during school

External exam fees

10. 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
11. All VTI registered students have to compulsorily enter all units/modules through the VTI Ltd.
12. Refer[only 2] in practical unit/s will be given to [a] student/s not complying with 1 or 2 or 3 or all above (b) student/s 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.
13. All institute and exam dues have to be paid before collecting time tables/result
14. 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
15. Sponsored candidates are refunded up to 80% by the HRDC (See for more details)
16. Note; All the other terms and conditions governing admission, ,, examination and matters related and applying to the institute 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-[copy of which I/We have received] and shall abide by.

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Responsible party Signature & Approval

Student Signature & Approval

Date :