



SEVERN
BUSINESS
COLLEGE

Enrolment & Induction

Enrolment:

Enrolment is the administration process you will attend when you first arrive at the College, and it will involve registering, settling any outstanding fees and collecting time tables. It is also an opportunity for you to meet academic and administrative staff.

Documentation to be presented at enrolment are:

1) **Personal identification**

Your Passport. You must bring originals, photocopies will not be accepted.

2) **Original evidence of your academic qualifications**

If you have not already done so you will need to bring original or legally certified copies of your qualifications. If your transcript is not in English, then an official certified translation should also be provided.

3) **Payment of tuition fees**

To enrol you must bring receipt/letter from the College confirming you have paid your fees.

Induction:

The college regards first day of class as an extremely important part of the start of your course. The induction programme is designed to ensure that you have every opportunity to:

1. meet with new fellow students
2. meet staff members
3. familiarise yourself with the campus
4. familiarise yourself with your lecture rooms
5. understand your timetable
6. understand health & safety
7. understand student handbook
8. understand your course program

The college offers a warm welcome and runs induction programmes on the first week of class.