



SEVERN  
BUSINESS  
COLLEGE

## Enrolment & Induction

### Enrolment:

Enrolment is the administration process you will attend when you first arrive at the college, and it involves presenting documents, settling any outstanding fees and collecting timetable. You will also update us with your contact details such as- address, email address, contact number.

### 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 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 college
4. familiarise yourself with your classroom
5. understand your timetable
6. understand health & safety
7. understand student handbook
8. understand your course program

The college offers a warm welcome to the new students.