

**ENTRY PROCEDURES**

Potential students are required to read our Participant Handbook (available on our website) prior to enrolment. This handbook includes information about the chosen course as well as the terms and conditions of enrolment.

Potential students must confirm that they have read and understood the Participant Handbook.

Once this has been confirmed, your enrolment process can begin.

1. Confirm you meet any relevant entry requirements, where these are specified. You can do this by emailing certified copies of qualifications and/or statements of attainment as evidence.
2. Pay the deposit on the day it is due
3. Where appropriate, set up the plan for an upfront payment or payment plan
4. Agree to pay for the course as per the payment plan
5. Complete your enrolment via a written enrolment form a recorded verbal agreement or an online enrolment form.

You can discuss enrolment further by contacting

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