

## The Application Process

Obtain an application form at the Students' Affairs Office or the website or you may apply online at [www.trenchtownpolytechnic.edu.jm](http://www.trenchtownpolytechnic.edu.jm)

Return the completed application form to the Students' Affairs Office. (Not applicable for online application).

- Request a transcript from the institution(s) at which you have studied. Send to:

The Registrar  
Students' Affairs Office  
Trench Town Polytechnic College  
Eighth Street, Trench Town,  
P.O. Box 13, Kingston 12.

- Attend an interview for which you are expected to dress professionally.

Each application should be accompanied by:

1. Copy of all professional certificates (take originals for verification);
2. Copy of examination certificates (take originals for verification);
3. Copy of birth certificate (take original for verification);
4. Two passport sized photographs notarized by a Justice of the Peace, Minister of Religion or Principal as being a true photograph of applicant;
5. Two professional recommendations (originals only);
6. Tax Payer Registration Number;
7. PATH number (if available);
8. Food Handlers' Permit;
9. Proof of Health Insurance (where applicable).



## Contact Us

Eighth Street, Trench Town P.O.  
Box 13, Kingston 12

Tel: 876.922.2760  
876.997.3905/4

[ttpcregistry@trenchtownpolytechnic.edu.jm](mailto:ttpcregistry@trenchtownpolytechnic.edu.jm)

# Trench Town Polytechnic College

## STUDENTS' DRESS CODE GUIDLINES

# Dress Code Policy

At the Trench Town Polytechnic College (TTPC) the dress code should reflect the culture or professionalism which the institution upholds, and the safety of the technical vocational areas. Students are expected to use this dress code to determine the proper guide for clothes needed, depending on the occasion.

We encourage students to express themselves, however, kindly ensure that you are dressed appropriately for all classes and practice proper hygiene.

Clean nails, shoes, clothes and hair appropriately styled, exemplify the vocational professional. We believe that the start to a profession begins in the classroom (training) and students as young professionals, should dress to succeed.

## Regular Daily Dress Code

Students are allowed to wear black jeans and polo tops but the following guidelines should be adhered to:

Males and Females:

1. No shorts
2. No marinos/sleeveless vests
3. No see through clothing
4. No distressed (slashed) jeans

Females:

1. No short skirts (micro-minis)
2. No crop pants/tops
3. No low cut pants/tops
4. No low cut backs

Males:

1. No pants worn below the natural waistline
2. No mesh marinos/sleeveless vests

Students have the option of wearing black jeans with the TTPC branded shirt. However, all items of clothing should have adequate wearing ease to allow for safe range of movements.

# Dress for Laboratory/Practicals

Dress Code for practical assignments require personal protective equipment and should be followed based on the faculty:

1. Food laboratories require students to wear aprons, double-breasted jackets and the toque blanche (white hat). They are allowed to wear crocs or other hard shoes for protection against spills and falling objects.

2. Students of Nursing faculty should wear their uniforms, nurse's scrubs with the proper shoes.

3. Physical Education/Fitness Management requires appropriate sports gear worn with track pants.

3. Other labs will require proper lab coats/shop coat, shoes and face wear.

*Jewelry* is not banned, however, they should be removed and safely stored before practical activities.

*Hair* should be neatly groomed and the length should be appropriate for the practical environment. Extensions are not banned, but students need to consider the appropriateness of the length of their hair for their practical activities. The aim is safety first!

*Finger Nails:* The appropriate length should be considered for practical activities and the role of the professional area which the student is pursuing.

# Why is Proper Dress Code Important

The dress code provides the guidelines that allow students to wear clothing which meets the specifications mentioned by the College. As a workforce College, part of the training students will receive here is how to appropriately adorn him/herself for success at the workplace.

Being appropriately dressed encourages equality among students, and disguises socioeconomic variances and ensure all students receive equal opportunities in the classroom. Adhering to the dress code contributes to the atmosphere and tone conducive for an effective learning environment.

A common dress code pattern encourages students to concentrate on their academic and co-curricular activities while downplaying disturbances such as the brand and value of clothing and the visual differences in social-economic grading.

Upon signing the TTPC Application Form each student consents to adhering to the College's dress code.

**TTPC Committed to Excellence,  
Innovation & Creativity.**