



Trench Town Polytechnic College

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REGISTRATION PACKAGE CHECKLIST

All registration packages submitted **MUST** include the following completed documents and attachments to ensure a successful student enrollment at Trench Town Polytechnic College. This checklist is for your reference only and does not need to be submitted as part of the registration package.

FORMS TO COMPLETE or ATTACHMENTS

- Completed and Signed Registration Form
- Signed Code of Conduct
- Proof of Certification
- Field Trip Authorization Form
- Two recent Recommendations for designated personnel
- Release Form for Media (photo) Publishing
- Two Passport Sized Photographs notarized by JP, Pastor etc.
- Copy of Health Care Card (if applicable)
- Birth Certificate
- Tuition Fee Agreement/Scholarship Offer Letter
- Tax Payer Registration Number
- Proof of Reading Student Handbook
- Food Handlers; Permit/Police Record (if applicable)
- Medical Report
- Emergency Medical Information and Contact
- Registration Fee
- Provisional Acceptance Letter