



**For REG use only (Form REG-17)**

1. Receive application form, and attach academic transcript (internal) of the student by \_\_\_\_\_ on \_\_\_\_\_
2. Check student has met the admission requirement of the new programme (TWC programme only), scan form and pass to REG Programme Officer by \_\_\_\_\_ on \_\_\_\_\_
3. Email form to School by \_\_\_\_\_ on \_\_\_\_\_;
4. Receive result from School by \_\_\_\_\_ on \_\_\_\_\_
5. (For approved application for enrolling in 2 TWC programmes)
  - (a) Update student record (Curriculum, Academic Plan, School, SAA, etc.) by \_\_\_\_\_ on \_\_\_\_\_
  - (b) Inform ITSO to change email distribution group by \_\_\_\_\_ on \_\_\_\_\_
  - (c) Issue new Student ID card and inform Library by \_\_\_\_\_ on \_\_\_\_\_
6. Notify student (cc School) by email by \_\_\_\_\_ on \_\_\_\_\_
7. Scan AND File by \_\_\_\_\_ on \_\_\_\_\_

**NOTES TO STUDENTS**

1. Students are normally not allowed to concurrently register for another award-bearing programme offered by the College or another education institution.
2. Application for Concurrent Enrolment, together with supporting documents, should be submitted to the Registry **at least 2 weeks before the commencement of the semester concerned**. No late applications will be processed.
3. The application will be considered by the respective School on a case-by-case basis.
4. If the application for Concurrent Enrolment in more than one programmes at TWC is approved, the student will be accepted as **NEW** intake for the “new” programme and the tuition fees will be charged at the new rate for that cohort. *For details, please refer to the Fees Regulation of the College.*
5. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential and may disclose it to appropriate personnel in the College for handling of the application when deemed necessary and appropriate.