TUNG WAH COLLEGE Registry Application for Concurrent Enrolment

Form REG-17

Ref. No.: CE-____-

Please read the NOTES TO	STUDENTS overleaf before completing this form.	
Section A: Student Partic	ulars	
Name(Mr/Miss/Ms*):		No.:
	English Name in BLOCK letters Chinese Name	
Programme of Study:	(Major:) Phone 1	No.:
*Delete as appropriate		
Section B: Programme to	be Concurrently Enrolled in	
Institution:		
Faculty/Department/School:		
Programme Title:		
Programme Level:	PhD / MPhil / Master's Degree / Bachelor's Degree / Higher Diplom Others: (please specify)	a *
Planned Duration of Study: (Academic Year)	From 20 / 20 To 20 / 20	
Mode of Attendance:	Full Time / Part Time *	
Student / Application No:		
*Delete as appropriate		
Section C: Reason(s) for	Concurrent Enrolment	
	et(s) if the space below is insufficient)	
Signature of Student:	Date:	
Section D: Decision by the	School	
Recommendation by the Pro	gramme Leader (Please "'' as appropriate)	Name:
The application for concurrent enrollment is recommended / I NOT recommended.		Signature:

The application for concurrent enrollment is \square recommended / \square NOT recommended. Comments:	Signature.
	Date:
Decision by the School Dean (Please "✓" as appropriate)	Name:
The application for concurrent enrollment is \square <u>approved</u> / \square <u>NOT approved</u> .	Signature:
Comments:	
	Date:

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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 byon;		
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 <u>at least 2</u> <u>weeks before the commencement of the semester concerned</u>. 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 <u>NEW</u> intake for the "new" prgogramme 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.