

REGISTRATION PROCESS

Registration forms may be downloaded from TLC's website. Please read through the registration process together with the Cancellation of Registration document ([Click here to download](#)).

NOTE: All official communication will be sent via email (if you have access to the internet) or telephonically, therefore make sure that your email address and/or your cell number/landline are entered correctly. Always update TLC administration if there are any changes.

The following is a step-by-step guide on how to complete the registration forms.

- Step 1:** Carefully read through the Registration Form and the Cancellation of Registration document.
- Step 2:** Follow the instructions and complete Sections 1 to 4. Print clearly and legibly.
- Step 3:** Choose your training option in Section 5.
- Step 4:** Take note of the payment options in Section 6 and indicate your selection.
- Step 5:** Complete Section 7 (or Section 8 if a third person is responsible for payment) on the Financial Agreement and sign the Learner Declaration acknowledging the terms and conditions of the agreement.
- Step 6:** Complete the Checklist in Section 9 to ensure that you have attached the essential documentation. **Your application cannot be processed if any of these documents are outstanding.**
- Step 7:** Make payment for the registration fee PLUS the first month's fee applicable to your course. Banking Details are on the Application form in Section 10. **Be sure to use your name and surname as the reference when making an electronic payment.**
- Step 8:** Once you have completed the forms, you may submit them electronically or hand them in personally to TLC's Head Office in Ormonde. Submit your receipt as proof of payment with your registration form. You may also pay this fee in cash directly to the Student Liaison Officer at TLC's Head Office if you are submitting the application in person.