



NorthGate College

Application and Registration Guidelines for Academic Year 2017 -2018

APPLICATION FORM

Applicants can visit www.northgatecollege.com refer to the 'Admissions' section, and print the application form. A completed application form must be delivered to the administrative office with the accompanying documents as listed on the website. Alternatively, applicants may collect the application form at the administrative office and will be guided accordingly.

APPLICATION FEE

There is an application fee of **TT\$ 150.00** (non-refundable)

APPLICATION DOCUMENTATION PREPARATION

Completed forms must be sent to the administrative office together with:

- 1 recent passport photograph
- Original and 1 copy of birth certificate (original will be returned)
- Original and 1 copy of school reports for the last 2 academic years (original will be returned)
- SEA Student Performance Report for entry into forms 1 or 2
- CXC result slip or certificate for re-entry into form 5 (repeater)
- CXC result slip or certificate for entry into form 6
- School recommendation letter. The letter should be completed by a Form Teacher, Class teacher, Dean or Principal

Incomplete forms will not be accepted.

ENTRY ASSESSMENT

The student will be given a written entry assessment for the duration of approximately 2 to 3 hours. The assessment will be graded and all documents submitted will be reviewed to determine eligibility to advance to the interview stage.

INTERVIEW

An interview with the Director will be scheduled at a mutually determined date and time. The candidate and parents/ guardians are expected to attend. The interview will last for approximately 30 minutes.

ACCEPTANCE PACKAGE

Successful applicants will receive a package containing:

- an acceptance letter
- a bank slip for the payment of all fees
- a booklist
- "Guidelines for Parents and Students" booklet
- Guardian Life Student Insurance form

REGISTRATION AGREEMENT & PAYMENT

Parents/guardians of successful applicants must indicate their acceptance by returning the **signed agreement** attached to the *Guidelines for Parents and Students* and payment slip for fees at least one week before the child begins school.

ORIENTATION

At the start of each academic year, parents and students will be required to attend a compulsory Orientation Programme for the completion of the registration process.