

Enrolment is the process by which you formally become a student at Nescot. You will need to complete an enrolment form with the support of our staff.

We will aim to complete the enrolment process as quickly as possible, and you can expect:

- That if you enrol in person with all the necessary paperwork, we will process your enrolment form immediately.
- That when you apply for a course you may be asked to complete an essential skills assessment before enrolling.
- To make arrangements to pay any fees due.
- That the Advice and Guidance Centre will inform the appropriate Directorate so that information about your induction can be forwarded.
- That if you are continuing to the second or subsequent year of your course you may be able to complete your enrolment before the end of the preceding year.
- That if you indicate that you might need extra help with your course we will contact you within 5 working days to discuss your needs.

You can enrol in person, by post and for some courses by telephone but you may be asked to come in for an interview.

Please be aware that it may take 2 hours or more for the whole assessment and enrolment process.

Please bring your **passport, fees for the course and proof of benefit**. We cannot enrol you without these.

CHECKLIST

You must bring:

1. Passport
2. Fees for your course
3. Proof of any benefits you are receiving
4. Proof of any qualifications you have

Please allow plenty of time. Nescot endeavours to make the process as quick as possible but our courses are very popular and staff are dealing with high volumes of people with individual needs.