



METROPOLITAN COLLEGE

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Email: info@metropolitancollege.lk
Web: www.metropolitancollege.lk

STUDENT ENROLMENT FORM

Student Registration No: (Office use)

AFFIX
COLOR PHOTO
PASSPORT
SIZE

PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS

01. Programme Applied For

02. Personal Details

Full Name:

(write clearly)

Name as it Should Appear
on the Certificate

Name With Initials:

Gender:

Male

Female

Date of Birth:

Current Address:

Other Address:
(If Any)

Contact No:

Mobile

Landline

Email:

Nationality:

Marital Status:

Single

Married

NIC No.:

Passport No.:

03. Parent/Guardian's Details

Name:

Contact No.:

NIC No.:

09. Please indicate how you heard of the course you are applying for

- | | |
|---|--|
| <input type="checkbox"/> Word of Mouth / Past Student | <input type="checkbox"/> Our Website / Email |
| <input type="checkbox"/> Newspaper / Magazine Advert | <input type="checkbox"/> Seminars |
| <input type="checkbox"/> Prospectus / Leaflets | <input type="checkbox"/> Open Events |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> TV | <input type="checkbox"/> Other: _____ |

10. Applicant's Checklist

Have you included?

- Passport size colour photos
- Proof of your qualifications (Certified copies with originals. Original will be returned after verification)
- A Copy of your National Identity Card / Passport
- Any other relevant documents

DECLARATION

By signing this form, I confirm that to the best of my knowledge, the information given in this form is correct and accurate. Further, I agree to abide by the rules and regulations of the College. If any information given here is found to be false, I am aware my application will be cancelled / admission will be refused and I shall have no claim whatsoever from the College. I also understand all payments made to Metropolitan College are non-refundable.

Signature

Date

OFFICE USE

Date of Application received	
Admission to course:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Student Number:	
Check List	Signature on the form: <input type="checkbox"/> Proof of Qualifications: <input type="checkbox"/>
Registration Fee :	Rs.
Total Course Fee:	Rs.
Payment Discount	
Amount Paid Upfront:	
Number of Instalments for the balance to be settled:	

Authorised Officer

Date

DECLARATION OF STUDENT UPON REGISTRATION

I hereby confirm that I am a Face-to-Face/ Distance Learning student and that I have received the student Handbook.

I hereby confirm that I am aware:

- Of the fee structure and the cost of the programme is and duration of my programme is
- It is my responsibility to ensure my application is completed and all documents are submitted.
- Failure to submit required information and relevant documents will result in the registration being delayed and will being prolong my course.
- The respective awarding body is the final decision maker with regards to marks awarded.
- Failure to follow the guidelines and failure to comply with the code of conduct, rules and regulations of Metropolitan College will result in disciplinary action being taken against me.
- It is my responsibility to check my mail and portal on regular basis to ensure deadlines and class schedules are not missed.
- Failure to sit for exams/ submit assignments to the portal on time will result in a defer fee & re-sit/ resubmission fee being charged.
- All payments made to Metropolitan College are non-refundable and non-transferrable under any circumstance.
- Online Examinations are subjected to examination fee payment

Signature:

Name of Student:

Date: / /

Name & Signature of Student Counsellor: