

Catch up Enrolment & Attendance Form

SECTION 1 – Course Details

Course Name:		Room Number:	
Trainer Name:			
Venue:		Practical/ Theory:	
Mode of Study:		Assessment type:	

SECTION 2 – Instructions

Students who wish to enroll in a catch up class must first pay the scheduled fee to the finance officer. Students that fail to attend this catch-up class will be required to re-enroll in the UOC.

Section 3 – Authority from Academic Manager

Print Name:		Signature:		Date:	
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SECTION 3 – Attendance Confirmation

No.	Attendee Name	Attendee Signature	SSO Use only								Finance Officer	
			Group number	Insert UOC	Insert UOC	Insert UOC	Insert UOC	Insert UOC	Insert UOC	Insert UOC	Fee amount \$	Finance signature
1												
2												
3												
4												
5												
6												

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7												
8												
9												
10												
11												
12												
13												
14												
15												

Total Attendees:																				
Catch-up Date:																				

Trainer Comments:

Trainer Signature:		Date of Training:	/ /
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