

Admission Criteria

GENERAL REQUIREMENTS

- BITFORD/LSBE is open for admissions and allows all applicants who have proven documents of legal identity to enroll in the programs offered by BITFORD/LSBE.
- Some programs may specify certain requirements regarding to age or having previous experience or academic background.
- **Documents Required for Registration:**
 - ✓ Valid ID.
 - ✓ Copy of passport.
 - ✓ Passport Size Picture (Soft Copy).
 - ✓ CV.
 - ✓ Letter of experience or reference letters (If required by the program).
 - ✓ Guardian Letter if the applicant is less than 18 years old.
 - ✓ Previous certificates and/or transcripts and academic records if required by the program.
- Proof of ability to learn and communicate in English is essential before enrolling in any program as long as the medium of instruction is English. (BITFORD/LSBE will conduct an academic interview to check the ability of the candidate to enroll, understand and acquire the learning outcomes of the program).
- Before starting any program, the learners will have proper orientation and will have to sign their awareness about:
 - ✓ Program Structure
 - ✓ Program Duration
 - ✓ Program Fees
 - ✓ Program Assessment Methodology
 - ✓ Class Dates
 - ✓ Disciplinary Code

REGISTRATION

- Applicants can register online.
- All required supporting documents should be submitted to the program officer.
- Letter of enrollment will be issued by BITFORD/LSBE that will confirm the student's registration.
- Class schedule will be handed to the applicant.
- Program orientation date will be communicated to the applicant.
- In some cases BITFORD/LSBE can issue a conditional acceptance letter if the participant is missing some documents after having the student sign an undertaking that he/she will have all missing documents completed within an agreed time, otherwise on failing to meet the deadline of completing the pending documents, the student will be put on hold and not allowed to complete or attend their classes unless they have official approval from the BITFORD/LSBE to have an extension for the deadline.
- All information required to be filled in the application are obligatory and participants are urged to complete them with great care and are responsible for providing BITFORD/LSBE with authentic and correct information.

REGISTRATION PROCESS

- Learners must be registered at least two (2) week in prior to starting their course / program.
- A seat will be reserved for the trainee upon receipt of his / her completed registration form along with registration fee and required documents.
- BITFORD/LSBE will verify the documents along with form submitted and confirm the selection. BITFORD/LSBE will advise on the confirmation and administrative details approximately 5 working days before course commencement date.

- Students will be advised to notify cancellations or withdrawals via email. Withdrawal after attending course session (s) will lead to partial refund.
- Once the candidate is selected for the program, BITFORD/LSBE and the Student will sign an online service contract. Copy of the contract will be provided to the student for their future reference.

REGISTRATION FORM

- Registration form can be accessed from BITFORD/LSBE website
- Required details in the form must be appropriately filled; incomplete forms will not be attended

<i>Document Control (Effective Administrative & Records Management)</i>				
Owner	Developed by	Date	Approved by	Future Review Date
BITFORD/LSBE	DTMG Consultant	Nov 2024	BITFORD/LSBE President	Feb 2025
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