



**UG Students Only**

School: .....

Department/Programme: .....

Level:        100 [ ]   200 [ ]   300 [ ]   400 [ ]   600 [ ]   700 [ ]

Student ID Number: ..... Signature: .....

Date: .....

**UG Staff Only**

School: .....

Department: .....

Position: .....

Staff Number: ..... Signature: .....

Date: .....

**Non-UG Only**

Profession: .....

Signature: .....

Date: .....

**OFFICE USE ONLY**

Registration Number: .....

Registration Date: .....

Programme Category: .....

Tuition Fee: .....

Programme Co-ordinator: Mr. Daniel Hammond

Signature: .....

Head of Department: Dr Cynthia Gadegbeku

Signature: .....

## Rules and regulations

All prospective participants are expected to adhere to the following regulations:

- Participate in the orientation programme for the training.
- The Clothing lab shall only be accessible during training sessions.
- Food, soft drinks or sachet water are not allowed in the Clothing lab.
- All electrical gadgets or equipment must be turned off after usage.
- Training sessions may be extended based on the discretion of the instructor.
- Applicants qualify for a certificate of attendance only if they attend all sessions punctually and regularly.
- To dress modestly and communicate politely.
- All applicants who provide wrong or inaccurate information (with reference to their category) on the admission form, would be withdrawn.

## Learners' requirement:

All learners are required to come along with the following items:

- Sewing kit (This comprises of the following items: cutting shears, scissors, assorted needles, tailors chalk, sewing thread, ball-headed pins, pin cushion, sets square, French curves, pencil, bobbin, bobbin cases, seam ripper, tracing wheel, push pins).
- Gray baft for sample work (specimen)
- Fashion fabric for practical (skirt, shirt, trousers and/or dress)
- Brown paper

*(These items would also be made available at the unit for purchase)*