




Course Registration Process

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- Student registers interest for courses via our Student Learning Portal or paper application form.
 - This is a self-referral process, all registrations must be completed by the student.
 - Our application process is open for 4 weeks After you have registered your interest, you will receive an email confirming you have registered your interest.
 - After the application process has been closed, you can still apply for courses but may be placed on a waiting list if the courses are full.

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- JRC will input any paper application forms we receive into our student portal booking system.
 - After the 4 weeks application process, JRC will allocate spaces onto courses for the students.
 - After you have been booked onto a course, you will receive an email confirming course details.
 - Any students that do not have a login/email address will receive this information via post.
 - If our courses are full, you will receive a waiting list email. Should we have any cancellations you will be contacted.

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- One week before the course begins, you will be emailed with a course reminder
 - One day before the course begins, you will be emailed with a course reminder

We do our best to book all students onto their registered courses every semester.

If you have any queries, please contact us.