

FORM WC/REG/CLR-TRM/01

REGISTRAR COPY — ADMISSIONS

OnCampus Trimester Clearance.

A departmental confirmation that the student is cleared to register for the upcoming trimester.

POLICY All students require clearance before registration. **Bachelors and Masters on-campus** collect signatures physically. **Online students** (Bachelors / Masters / DBA / PhD) may collect signatures via email.

STUDENT INFORMATION

STUDENT NAME	APPLICATION NO.	PROGRAM
SPECIALISATION	TRIMESTER	ACADEMIC YEAR

CONTACT INFORMATION

Departments confirm details against the live record. Update the file if anything below has changed.

STUDENT'S MOBILE NO.	STUDENT'S WALSH EMAIL ID
PARENT'S NAME	PARENT'S MOBILE NO.
PARENT'S EMAIL	RELATIONSHIP TO STUDENT

Online Masters, DBA and PhD students may use the parent fields above to provide an emergency contact's details instead.

DEPARTMENTAL SIGN-OFF

Each department reviews the live record before signing.

DEPARTMENT	VERIFICATIONS	SIGNATURE & NAME	DATE
01 ADMISSIONS / ENROLMENTS	☐ Your enrolment status is active for the upcoming trimester ☐ Programme of study and intake are correctly recorded ☐ Personal details on file are current (passport, contact, sponsor) ☐ Student ID active or renewed for this trimester	NAME & ROLE	DD / MM / YY
02 ACCOUNTS	☐ Current trimester monthly instalments cleared ☐ No prior trimester outstanding balance ☐ Payment plan for next trimester confirmed	NAME & ROLE	DD / MM / YY
03 VISA	☐ Visa still valid through this trimester or not applicable	NAME & ROLE	DD / MM / YY
04 ACADEMICS	☐ Prior trimester result: passed / failed / on probation / N/A ☐ Cleared to register for next trimester	NAME & ROLE	DD / MM / YY
05 TRANSPORT	☐ Route still active or change confirmed / not required ☐ Trimester transport fees cleared / not required	NAME & ROLE	DD / MM / YY
06 STUDENT LIFE	☐ No disciplinary holds on file ☐ Clubs & societies in good standing ☐ Club Registration Form signed for this trimester	NAME & ROLE	DD / MM / YY
07 STUDENT WELLBEING	☐ No wellbeing concerns blocking continuation ☐ Counselling / medical follow-ups handled or not applicable ☐ Emergency contact & health declaration on file	NAME & ROLE	DD / MM / YY

FINAL APPROVAL — CAMPUS HEAD

Verified against live Walsh records. Student is cleared to register for the upcoming trimester.

CAMPUS HEAD — NAME & SIGNATURE DATE

FINAL STEP — SUBMIT COPIES	1 Registrar copy — submit back to Admissions / Enrolments for filing against your live record.	2 Student copy — keep with yourself as proof of clearance for the upcoming trimester.
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ACCOUNTABILITY NOTICE

This form documents the clearance decision. Final acceptance by Academics requires verification against the live Walsh records. Students are accountable for the accuracy of any information they submit; falsifying clearance is grounds for academic action up to dismissal.

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