



Transform Yourself. Transform the World.

The College is built upon the idea that a powerful, pragmatic, broad education can transform hearts and minds, can solve problems in an ever-changing world, and can yield ideas and innovation across every discipline.



ADDRESS

Main Campus: Main Street Junction,
P.O Box 1016 St. Elizabeth

Mandeville Campus: 29 Mandeville
Plaza, Manchester

CONTACTS

Tel: (876) 625-2753/820-9260/314-8815
www.southeastcollegeinfo.com



MINISTRY
OF
EDUCATION, YOUTH & INFORMATION
Every Child Can Learn, Every Child Must Learn

BURSAR

CAREER
DIPLOMA

COURSE OVERVIEW



Duration: 6 months
Fee: \$25,000/term
Award: NCTVET Level III
DIPLOMA
Mode of study: ONLINE
New training dates: January, June & September

DUTIES OF A BURSAR

A Bursar has historically been the individual who is responsible for financial administration within a school, further education or higher education environment

JOB OPPORTUNITIES

One of the great things about working as a Bursar is that you know that you are needed in every school.



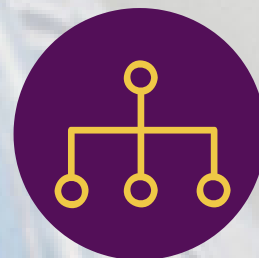
RECOGNIZED

SEC is a registered institution of the Ministry of Education, since 2004. Employers have grown to trust & recognize our training programmes.



ACCREDITED

Our Bursar programme is accredited by the National Council on Technical & Vocational Education (NCTVET) which is recognized in 72 commonwealth countries .



WORKING EXPERIENCE

Practical learning and leadership opportunities are at the core of the SEC experience.