



INSTITUTE OF BUSINESS STUDIES
'Focusing on Student Centered Learning'

APPLICATION FOR ADMISSION

OFFICE USE ONLY

Enquiry No.: _____

Application No.: _____

Processed by: _____

Please print CLEARLY in BLACK INK using BLOCK LETTERS

1. PERSONAL DETAILS

Title: First Name: Surname: Home Province/Country:

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Gender: DOB: Marital Status: Religion/Denomination:

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Main Communication Address: Alternative Communication Address:

Home Phone: Work Phone:	Phone:
Mobile: Fax:	Mobile: Fax:
Email Address:	Email Address:

Father's Name: _____ Mother's Name: _____

Occupation: _____ Occupation: _____

Employer: _____ Employer: _____

Phone/Mobile: _____ Phone/Mobile: _____

2. ENROLLMENT DETAILS (Please tick only one desired course of study)

CERTIFICATE III COURSES

- Certificate III in Accounting
- Certificate III in Business
- Certificate III in Information Technology

CERTIFICATE IV COURSES

- Certificate IV in Accounting
- Certificate IV in HR Management
- Certificate IV in Marketing
- Certificate IV in Information Technology

DIPLOMA COURSES

- Diploma in Business (Accounting)
- Diploma in Business
- Diploma in Information Technology
- Advanced Diploma in Business (Accounting)
- Advanced Diploma in Business (Marketing)
- Advanced Diploma in Business (Human Resource)
- Advanced Diploma in Information Technology

PROFESSIONAL COURSES

- PC Support with A+
- Cisco CCNA
- Linux
- Microsoft Certified Information Technology Professional (MCITP)

SCU DEGREE COURSES

- Bachelor in Business (Accounting)
- Bachelor in Business (HR)
- Bachelor in Business (Marketing)
- Bachelor of Information Technology

IBSUNIVERSITY DEGREE COURSES

- Bachelor of Accounting & Finance
- Bachelor of Economics & Development Studies
- Bachelor of Business and Management
- Bachelor of Information Technology

3. QUALIFICATIONS *(please attach certified copies of your academic transcripts and certificates)*

Qualification	Name of High School	Year Completed
Grade 10		
Grade 12		
Other Qualifications		

4. EMPLOYMENT DETAILS

Are you employed?

Yes No *If yes, please complete the following:*

Organisation:			
Supervisor's Name:			
Postal Address:			
Phone:		Fax:	
Email:			

5. HOW DID YOU COME TO KNOW ABOUT IBS?

- Television Radio Career Expo IBS School Visit IBS Website Other
- The National Newspaper Post Courier IBS Student (name and Course)

6. FEE PAYMENT DETAILS

Self
 Corporate (employer etc.)
 Others (relatives etc.)
 IBS

If either Corporate or Others, please provide details:

Sponsor Name:			
Postal Address:			
Contact Person:		Phone:	
Fax:		Mobile:	
Email:			

7. REFUND POLICY

The Refund Policy of Course Fee for students following courses at the Institute of Business Studies and IBSUniversity are as follows:

- a) Refund for course fee refund will be entertained only through submission of the property completed "Letter of Withdrawal", along with the ID card and received from the Institute.
- b) The eligibility and the amount of refund will be established as per the following criteria:

REFUND AMOUNT (%)	ELIGIBILITY CRITERIA
b. 1) Full Refund	In the unlikely event that IBS or IBSU is unable to deliver a course in full, a student will be offered a refund of all course money paid to date.
b. 2) 95% Refund	If withdrawn after enrollment but before the commencement of the course, then 5% of the Total Course Fee Payable or units applied to that period will be retained and the balance, if any, will be refunded.
b. 3) 50% Refund	If withdrawn on or before the last day of the fifth week of the study period, then 50% of the Total Course Fee Payable or units applied to that study period will be retained and the balance, if any, will be refunded.
b. 4) No Refund	If withdrawn after 5 weeks from the commencement of the course OR if terminated for disciplinary reasons.

- c. Following rules applicable for CERTIFICATE COURSE students instead of rules b.3 & b.4 above:

If withdrawn on or before the last day of the fifth week of the study period, then 30% of the Total Course Fee Payable will be retained, and the balance, if any, will be refunded.

No refund available if withdrawn after 5 weeks from the commencement of the course OR if terminated for disciplinary reasons.

- d. Charge of 5% of amount paid applicable, if the student paid course fees in advance, but not enroll/register before commencement of the course.
- e. Registration Fee of a course is non-refundable, and fees paid for textbooks are non-refundable.
- f. Accommodation and transport fees paid- proportionally refunded based on period of facility provided to the student.
- g. If enrollment is made based on false information/documents(s), then, enrollment will be cancelled at any time and at any stage. Under such conditions, no refund is available.
- h. In case of sponsored student, if refund is eligible, it will be reimbursed to the sponsor.

Sign below indicating that you have READ and UNDERSTOOD the policy:

_____	_____	_____	_____
Applicant	Date	Parent(s)/Sponsor	Date

8. DECLARATION / UNDERTAKING

I declare to the best knowledge the information I have supplied in this application and the supporting documentation are correct and complete. I acknowledge that the provision of incorrect information or documentation, or the with-holding of relevant information or documentation relating to this application may result in cancellation of any offer of enrolment or actual enrolment by Institute of Business Studies.

On admission into the course, I hereby undertake to abide by the Institute’s rules and regulations including the Refund or Course Fee Policy.

Applicant Signature: _____ ***Date:*** _____

9. CHECKLIST *(your application can be processed quickly if you have taken all the actions listed below)*

- Completed all sections of this application form (where applicable)
- Attached CERTIFIED COPIES of all academic qualifications OR Evidence of Employment history (if required)
- Attached 2 copies of passport-sized photos
- Course synopsis/syllabus (if applying for enrolment with advanced standing)
- Read and signed the Course Fee Refund Policy and Declaration

POSTAL:	TELEPHONE:	FAX:	WEBSITE:	CAMPUS:
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Papua New Guinea			enquiries@ibs.ac.pg	6 Mile, NCD, PNG