

REFUND AMOUNT	ELIGIBILITY CRITERIA
b.1) Full Refund	In the unlikely event that IBS is unable to deliver a course in full, a student will be offered a refund of all the course money paid to date
b.2) 95% Refund	If withdrawn after enrolment but before the commencement of the course, then 5% of the Total Course Fee Payable or units applied for the period will be retained and the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b.3) 50% Refund	If withdrawn on or before the last day of the fifth week of the study period, then 50% of the Total Course Fee Payable or units applied to that study period will be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b.4) No Refund	If withdrawn after 5 weeks from the commencement of the course OR if terminated for disciplinary reasons.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If withdrawn on or before the last day of the fifth week of the study period, then 30% of the Total Course Fee Payable will be retained, and the balance, if any, will be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No refund available, If withdrawn after 5 weeks from the commencement of the course OR if terminated for disciplinary reasons.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 fee in advance, but not enrol/register before commencement of course.
- e) Registration fee of a course is Non – refundable ,and Fees paid for text books are Non – refundable
- f) Accommodation and transport fees paid – proportionally refundable based on period of facility provided to the student
- g) If enrolment is made based on false information/document, then, enrolment 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 only 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 that to the best of my 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 enrollment or actual enrollment by Institute of Business Studies.

On admission into the course, I hereby undertake to abide by the Institute's rules and regulations including Refund of 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 size photos
- Course synopsis / syllabus (if applying for enrollment with advanced standing)
- Read & signed the Course Fee Refund Policy and Declaration.

POSTAL:
PO Box 2826
BOROKO, NCD
Papua New Guinea

TELEPHONE:
(675) 325 4053 (675) 341 4697
(675) 7342 7942 (Dig)

FAX:
(675) 325 8006
(675) 325 8652

WEBSITE:
www.ibs.ac.pg
EMAIL:
enquiry@ibs.ac.pg

CAMPUS:
Section 57, Allotment 10
Magila Street, 6 Mile
National Capital District, PNG



INSTITUTE OF BUSINESS STUDIES

EXCELLENCE IN EDUCATION, TRAINING & RESEARCH

**APPLICATION
FOR
ADMISSION**

OFFICE USE

Enquiry No: _____

Application No: _____

Processed by: _____

Please print CLEARLY in BLACK INK using BLOCK letters.

1. PERSONAL DETAILS *please circle appropriate boxes where applicable*

Title: Mr. / Mrs. / Miss / Ms	First Name:	Surname:	Home Province / Country:
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Gender: Male / Female	DOB: / /	Marital Status:	Religion /Denomination:
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Main communication address		Alternative communication address	
Phone / mobile:	Fax:	Phone / mobile:	Fax:
Email address:		Email address:	

Father's Name : _____ Mother's Name : _____
 Occupation : _____ Occupation : _____
 Employer : _____ Employer : _____
 Phone or Mobile: _____ Phone or Mobile: _____

2. ENROLMENT DETAILS *please tick only one course of study*

CERTIFICATES COURSES

- Certificate in Accounting
- Certificate in Computing
- Certificate in Marketing

- Advanced Diploma in Business (HR)
- Advanced Diploma in Business (Marketing)

PROFESSIONAL COURSES

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

DIPLOMA COURSES

- Diploma in Accounting
- Diploma in Business
- Diploma in Information Technology
- Advanced Diploma in Business (Accounting)
- Advanced Diploma in Information Techno.

DEGREE COURSES

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

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 : _____

Name of Supervisor: _____

Postal Address : _____ Phone: _____
 _____ Fax : _____

Email : _____

5. HOW DID YOU COME TO KNOW ABOUT IBS?

- Television
 - Radio
 - Career Expo
 - IBS visited my school / organisation
 - The National Newspaper
 - The Post Courier Newspaper
 - IBS Website
 - IBS student (specify name & course) _____
- Others: _____

6. FEE PAYMENTS DETAILS *please tick () the appropriate box on who would be paying your course fees.*

Self Corporate (employer, a company etc.) Others (relatives, parents etc.) IBS

If either Corporate or Others, please provide details:

Sponsor Name : _____ Telephone : _____
 Contact Person: _____ Mobile : _____
 Postal Address : _____ Fax : _____
 _____ Email : _____

7. REFUND POLICY

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

a) Request for course fee refund will be entertained only through submission of properly completed "letter of withdrawal", along with the ID card received from institute.

b) The eligibility and the amount of refund will be established as per the following criteria: