



IBSU Application for Admission 2018

1. PERSONAL DETAILS

Title	First Name	Middle Name	Family Name	Province/Nationality
Gender(M/F)	Date of Birth(dd/mm/yy)	Marital Status	Religion/Denomination	Formal Name (displayed on Certificate)

2. A) Permanent Address

2. B) Current Address

Street		Street	
Village/Town		Village/Town	
District/Province		District/Province	
Post Code & Country		Post Code & Country	
Home Phone (+675)		Home Phone (+675)	
Work Phone (+675)		Work Phone (+675)	
Mobile (+675)		Mobile (+675)	
Personal Email		Personal Email	
Alternative Email		Alternative Email	

Emergency Contact Details

Full Name:	Relationship:
Phone/Mobile: (+675)	Email:

3. ENROLMENT DETAILS *(Please tick only one desired course of study)*

IBSU DEGREE COURSES		SCU DEGREE COURSES	
<input type="checkbox"/>	Bachelor of Accounting & Finance	<input type="checkbox"/>	Bachelor of Business (Accounting)
<input type="checkbox"/>	Bachelor of Business & Management	<input type="checkbox"/>	Bachelor of Business (HR)
<input type="checkbox"/>	Bachelor of Information Technology	<input type="checkbox"/>	Bachelor of Business (Marketing)
<input type="checkbox"/>	Bachelor of Economics & Development Studies	<input type="checkbox"/>	Bachelor of Information Technology

4. QUALIFICATIONS *(Please attach certified copies of your academic transcripts and certificates)*

Qualification	School / Institution	Year Completed
Grade 10		
Grade 12		
Other Qualification		

5. EMPLOYMENT DETAILS *(Are you employed? Yes No If Yes, please complete the following:*

Organisation		Full-time/Part-time	
Supervisor Name			
Address			
Phone (+675)		Fax (+675)	
Email			

6. FEE PAYMENT DETAILS (Indicate details if Corporate/Under any Scholarship Scheme)

<input type="checkbox"/> Self-Sponsor	<input type="checkbox"/> Corporate (Company) / Scholarship	<input type="checkbox"/> IBS Scholarship
Sponsor Name		
Address		
Phone/Mobile		
Email		

7. TERMS AND CONDITIONS, DECLARATION & SIGNATURE**REFUND POLICY**

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

- Request for course fee refund will be entertained only through submission of the properly completed "Letter of Withdrawal", along with the ID card and received from the institute.
- The eligibility and the amount of refund will be established as per the following criteria:

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 course money paid to date.
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 to that the period will be retained and the balance, if any, will be refunded.
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, will be refunded.
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.

- Charge of 5% of amount paid applicable, if the student paid course fees in advance, but not enrol/register before the commencement of the course.**
- Registration Fee of a course is non-refundable, and fees paid for text books are non-refundable.**
- Accommodation and transport fees paid – proportionally refunded based on period of facility provided to the student.**
- If enrolment is made based on false information/document(s), then, enrolment will be cancelled at any time and at any stage. Under such conditions, no refund is available.**
- 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 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 of any offer of enrollment by IBSUniversity.

On admission into the course, I hereby undertake to abide by the IBSUniversity rules and regulations including the Refund Policy.

Applicant Signature: _____ Date: _____

9. CHECKLIST

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

10. OFFICE USE ONLY

Enquiry No : _____

Application No: _____

Processed by : _____

Address:

PO Box 2826 Boroko 111 NCD, Papua New Guinea
Phone: (675) 3281514 Fax: (675) 328 1513
Email: enquiries@ibsu.ac.pg
Website: www.ibsu.ac.pg

Campus:

Mt. Eriama, 11 Mile Sogeri Road
Port Moresby

