



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 (Marketing)
<input type="checkbox"/>	Bachelor of Information Technology	<input type="checkbox"/>	Bachelor of Information Technology
<input type="checkbox"/>	Bachelor of Economics & Development Studies		

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"/> IBSU 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 IBSUniversity 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 University.
- The eligibility and the amount of refund will be established as per the following criteria:

1) Full Refund	In the unlikely event that IBSU 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2) 95% Refund	If withdrawn after enrolment but before the commencement of the course, then 5% of the Total Course Fee Payable or units applied to that the period will be retained and the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.

Following rules applicable for UNDERGRADUATE 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.

c) 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 the commencement of the 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 refunded based on period of facility provided to the student.

g) 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.

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 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

