



## IBSU Application for Admission 2025

1. PERSONAL DETAILS				
Title	First Name	Middle Name	Family Name	Province/Nationality
Gender (W/F)	Date of Birth(mm/dd/yy)	Marital Status	Religion/Denomination	Formal name as 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 desire programme of study)

IBSU Degree Programmes	SCU Degree Programmes
<input type="checkbox"/> Bachelor of Accounting and Finance <input type="checkbox"/>	<input type="checkbox"/> Bachelor of Business (Major in Accounting) <input type="checkbox"/>
Bachelor of Business and Management	Bachelor of Business (Major in Management) <input type="checkbox"/>
<input type="checkbox"/> Bachelor of Economics and Development Studies	Bachelor of Information Technology major in Digital Interaction and the User Experience
<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(s)		

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

Organization		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 No.		
Email Address		

7. TERMS AND CONDITIONS, DECLARATION & SIGNATURE

REFUND POLICY

The Refund Policy of Fee for students following courses at the IBSUniversity is as follows:

- a) Request for course fee refund will be entertained only through submission of the properly completed "Letter of Withdrawal", along with the ID card received from the University.
- b) 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 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 student 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 enrol/register before the commencement of the courses

e) Registration Fee of a course is non-refundable, and fees paid for text books are non-refundable

f) Accommodation and transport fees paid

g) If enrolment is made based on false information/documents(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:	Parent(s)/Sponsor:
Date:	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 enrolment 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 (Please tick 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

## 10. OFFICE USE ONLY

Enquiry no:
Application no:
Processed by:

Portion 1553, Sogeri Road, 11 Mile  
P.O Box 5181, Boroko, NCD  
Papua New Guinea

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