



# Application form

Please print in **BLOCK LETTERS**

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING OFFER LETTER  
(Put a  tick in the appropriate boxes)

Attach one  
ID size photo  
here

Effective JAN 2012

## 1. Personal Details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other
Given Name:
Surname:
Preferred name in full:
Date of Birth: / / (day/month/year)
Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth:
Home Province:
Nationality:

## 2. Contact Details

Address in PNG or overseas (if known):
Place you reside:
Home / Work Telephone:
Fax :
Mobile Phone:
E-mail (if available) :

## 3. Education Details

### Secondary education - highest level achieved

Name of qualification (eg. Year 10/12, 'A' Levels):
School attended:
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed:
Country/Province/City/Town:

## 4. Tertiary and further education

Name of qualification:
Institution attended:
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed:
Country/Province/City/Town:
Please attached certified copies of all certificates and academic transcripts or mark sheets.

## 5. Employment history

If you believe you have relevant employment experience, please attach relevant details

## 6. Program/Course selection

Please complete the relevant section for each program/course you wish to undertake and the semester of commencement

Preferred Mode of Study: <input type="checkbox"/> On-Campus <input type="checkbox"/> Distance Education: (Refer to Separate Application Form, from Distance Education Dept.)		Location: <input type="checkbox"/> Port Moresby <input type="checkbox"/> Lae	
Program / Course	ITI program/course commencement		
<input type="checkbox"/> Certificate in Computing	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Certificate in Business	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Certificate in Sales	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Certificate in Human Resource Management	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Certificate in Accounting	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Diploma in Information Systems	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Diploma in Internet Technology	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Diploma in Networking	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Diploma in Information Technology (DIT-ACS)	Year: <input type="text"/> <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Diploma in Accounting	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Diploma in Marketing	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Diploma in Management	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Diploma in Human Resource Management	Year: <input type="text"/> <input type="checkbox"/> January	<input type="checkbox"/> June	<input type="checkbox"/> October
<input type="checkbox"/> Advanced Diploma in Accounting	Year: <input type="text"/> <input type="checkbox"/> March	<input type="checkbox"/> August	
<input type="checkbox"/> Do you wish to apply for Exemption / Credits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/> <input type="text"/>			
<small>(If yes, please refer to separate exemption application form. Application for exemption are only considered once you have provided certified official subject outlines, transcripts or results for the subject you are intending to apply.)</small>			

## 7. Are you applying for Evening Classes (5-9 pm)?

<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, do you require transportation for drop off?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, where do you exactly stay?

## 8. Request for learning support

Is there anything that may affect your learning (for example impairments to your mobility, sight, hearing, reading or writing)?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate your needs on a separate sheet of paper and attach to this application.

## 9. Sponsorship

<input type="checkbox"/> Parents
<input type="checkbox"/> Self-sponsor
<input type="checkbox"/> Employer, Name of employer:
<input type="checkbox"/> Other, (please specify)

To ensure your application is processed without delay, attach certified copies of academic certificates and transcript signed by a lawyer, commissioner of oath, district court house, ITI administration/ ITI local representative. PLEASE PROVIDE ORIGINAL CERTIFICATES & TRANSCRIPTS FOR SIGHTING BY THE ADMINISTRATION. Failure to comply with the following may result in delaying the processing of your application. DO NOT SEND OR POST YOUR ORIGINAL

## 10. Other information

How did you first learn about ITI? You may tick more than one.
<input type="checkbox"/> Recommendation by an education agent
<input type="checkbox"/> Internet
<input type="checkbox"/> Exhibition/Seminar
<input type="checkbox"/> Newspaper/Magazine/Poster
<input type="checkbox"/> Television
<input type="checkbox"/> Corporate visit
<input type="checkbox"/> Recommended by ITI student/staff

## 11. Disclaimer

I grant ITI permission to provide my parent(s), Guardian(s) or sponsors when requested, with any information pertaining to my application to study, ongoing academic progress, results and attendance.
<input type="checkbox"/> Yes <input type="checkbox"/> No

## 12. Application checklist

Check that you have:
<input type="checkbox"/> Completed all sections of the Application form.
<input type="checkbox"/> Read Conditions of Enrollment, Deferral and Fee Refund Policy.
<input type="checkbox"/> Declared and signed the Application form.
Check that you have attached:
<input type="checkbox"/> Certified copies of your academic qualification.
<input type="checkbox"/> Any relevant employment documentation.
<input type="checkbox"/> Recommendation letter from sponsor.

## 13. Fee Refund Policy

Reimbursement of funds is strictly administered by the Registrar and the Management. In any event of cancellation or withdrawal, the refunds of any paid fees will only be considered under the following conditions;

- 13.1 All correspondence regarding refund/excess payment must be in writing.
- 13.2 Before commencement date of course, full refund less K150.00 for administration costs will be paid.
- 13.3 After commencement date of course;
  - 13.3.1 Withdrawals during the first week 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total course fee paid.
  - 13.3.2 Withdrawals during the second week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total course fee paid.
  - 13.3.3 Withdrawals during the third week 60% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 40% of the total course fee paid.
  - 13.3.4 After third week of the commencement date of the course NO REFUND will be made.
- 13.4 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposits made.
- 13.5 Reimbursement will be processed upon return of all course materials and original receipts of payment.
- 13.6 If a student wishes to defer his/her course until a later semester (s), ITI will hold the fees until the commencement of the new semester. The fees paid will be subject to course fee changes (if any) in the new semester. A fee of K150.00 will be charged on deferral.
- 13.7 If the student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. Two weeks notice will be allowed for administrative clearance.
- 13.8 All withdrawals & excess payments will be made payable to the sponsor.

## 14. Declaration.

I declare that the information supplied by me in this form and relevant attachments is true and correct at the time of lodgement. I accept all liabilities for all fees payable for the specific course. I agree to abide by the above policies relating to Refund, Deferral and any regulations that may apply on registration.

Applicant's Signature: \_\_\_\_\_ Date:(dd/mm/yy) \_\_\_\_\_

## ADMINISTRATION USE ONLY

Ensure that the applicant has successfully completed the application requirements below. Please, CROSS CHECK THE ORIGINALS

### ITI Admin, Application checklist

Check that the applicant had:

- Completed all sections of the Application form.
- Read and understood the Refund Policy.
- Declared and signed the Application form.

Check that the applicant had attached:

- Certified copies of academic qualification.
- Any relevant employment documentation.
- Recommendation letter from sponsor.

Sighted or Authorized by:  
(Write full name & sign/  
Put official stamp here)

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The information contained in this application form was correct at the time of publication.  
However, the International Training Institute reserves the right to alter, amend or delete details at anytime without notice.