



Distance Education Application form

Please print in BLOCK LETTERS
(Put a tick in the appropriate boxes)

Attach one ID size photo here

Effective JAN 2010

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 and Subject selection

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

Date of Application Lodgement:

Nearest Town and District:

Program / Course

- Certificate in Business
- Certificate in Sales
- Certificate in Human Resource Management
- Diploma in Business majoring in Accounting
- Diploma in Business majoring in Marketing
- Diploma in Business majoring in Management

ITI program/course commencement

Year: <input type="text"/>	Date: <input type="text"/>
Year: <input type="text"/>	Date: <input type="text"/>
Year: <input type="text"/>	Date: <input type="text"/>
Year: <input type="text"/>	Date: <input type="text"/>
Year: <input type="text"/>	Date: <input type="text"/>
Year: <input type="text"/>	Date: <input type="text"/>

Subject/Unit selection

(Put a tick next to the subjects you are intending to apply)

Certificate in Business	Certificate in Sales	Certificate in Human Resource Management	Diploma in Business Major In Accounting	Diploma in Business Major in Marketing	Diploma in Business Major in Management
<input type="checkbox"/> Business Communication	<input type="checkbox"/> Business Communication	<input type="checkbox"/> Business Communication	<input type="checkbox"/> Accounting II	<input type="checkbox"/> Consumer Behaviour	<input type="checkbox"/> Human Resources Management
<input type="checkbox"/> Introduction to Computing	<input type="checkbox"/> Introduction to Computing	<input type="checkbox"/> Introduction to Computing	<input type="checkbox"/> Intro. to Business Law	<input type="checkbox"/> Intro. to Business Law	<input type="checkbox"/> Intro. to Business Law
<input type="checkbox"/> Business Administration.	<input type="checkbox"/> Fundamentals of Marketing.	<input type="checkbox"/> Human Resource Management.	<input type="checkbox"/> Cost & Budgeting	<input type="checkbox"/> Cost & Budgeting	<input type="checkbox"/> Cost & Budgeting
<input type="checkbox"/> Numeracy.	<input type="checkbox"/> Salesmanship.	<input type="checkbox"/> Organizational Behaviour	<input type="checkbox"/> Taxation	<input type="checkbox"/> Retail Marketing	<input type="checkbox"/> Financial & Strategic Management
<input type="checkbox"/> Accounting 1	<input type="checkbox"/> Accounting 1	<input type="checkbox"/> Accounting 1	<input type="checkbox"/> Auditing	<input type="checkbox"/> Introduction to Economics.	<input type="checkbox"/> Introduction to Economics.

Successful completion of CIB or CIS guarantees entry into DIBMACC, DIBMKT OR DIBMGT

Do you wish to apply for Exemption / Credits? Yes No

(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.

7. Exam Supervisor's Name / Contact details

(Eg. Nearest school, teacher, pastor, councillor, policeman)

Name:
Address:
Phone:
N/B: POM & LAE students must report to ITI Lae campus or ITI POM campus.

8. Request for learning support

Is there anything that may affect your learning (for example impairments to your mobility, sight, hearing, reading or writing)?

Yes 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 DOCUMENTS.

10. Other information

How did you first learn about ITI? You may tick more than one.

- Recommendation by an education agent
- Internet
- Exhibition/Seminar
- Newspaper/Magazine/Poster
- Television
- Corporate visit
- 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.

Yes No

12. Application checklist

Check that you have:

- Completed all sections of the Application form.
- Read Conditions of Enrollment, Deferral and Fee Refund Policy.
- Declared and signed the Application form.

Check that you have attached:

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

13. Fee Refund Policy/Deferrals

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 After the first three weeks from the date of the signed "**course material acknowledgment form**," 25% of all fees paid for each subject, cost of postage, and K150.00 for Administrative costs will be retained by ITI.

13.2 No refund will be paid after the said three weeks.

13.3 All correspondence of refund/deferral/ Switching modes of study should be in writing.

(Please note that there will be "**separate course material acknowledgment form**" to be sent with each initial material. The signing date would be the date of commencement date of the course)

Deferral.

13.4. No deferral will be allowed after three weeks of commencement of course. The commencement date will be the date on the course material acknowledgment form.

13.5 If a student wishes to defer his/her studies until a further date, a period of not more than 4 months will be allowed.

NOTE: The fees paid will be subject to course fee changes (if any) at the date of recommencement. A fee of K150.00 will be charged on deferral.

Switching Modes of Study.

If a student, after commencing his/her course, wishes to switch mode of study to On-Campus, the student will be required to complete the units for which he/she has been issued materials. The student will only then be allowed to switch mode but only at the commencement of the next semester, not during the semester.

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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