IEA College of TAFE

Registration Form

ATTACH PASSPORT SIZE PHOTO HERE

Semester 1 ☐ **Semester 2** ☐ **ELA BEACH** ☐ **LAE** ☐ **FULLTIME** ☐ **ONLINE** ☐ **CORPORATE** ☐

How did you learn about IEA College of TAFE

☐ *Facebook* ☐ *Instagram* ☐ *TV* ☐ *Newspaper* ☐ *Radio* ☐ *Others (Specify: _____)*

COURSE DETAILS

Course Code: | Course Title:

STUDENT DETAILS

Family Name: | Given Name: | Gender: (Male/Female)

(Please note: The name used on this enrolment form WILL be the name used to issued the students final certificate and transcript)

Date of Birth: | Religion:

Nationality: | Occupation:

Province: | Employer:

Residential Address: | Postal Address:

Phone Number: | Email Address:

SPONSOR'S DETAILS

Sponsor's Name:

Contact Person: | Designation:

Office Location: | Postal Address:

Phone: | Fax:

E-mail: | Other No.:

PARENT DETAILS / EMERGENCY CONTACT

Name:

Address:

Phone: | Fax:

E-mail: | Other No.:

MEDICAL DETAILS

Preferred Doctor: | Medical Condition:

Work Phone: | Mobile Phone:

Campus Location:
Corner of Ela Beach Road & Hunter Street
Downtown Port Moresby. NCD.
Papua new Guinea

IEA College of TAFE, Ela Beach Campus
PO Box 1025, Port Moresby, NCD
Phone: (675) 77266147 Fax: (675) 321 0465 Email: enquiries@tafe.iea.ac.pg

Real Training for Real Jobs

www.tafe.iea.ac.pg

ACADEMIC HISTORY

Highest Level of Education Completed

School: | Years at the school: | Grade:

School: | Years at the school: | Grade:

WORK HISTORY

Briefly describe any work experience you have (attach extra paper if necessary)

ENROLMENT DETAILS (Only for Full time and Online Courses)

ALL FEES MUST BE PAID IN FULL PRIOR TO COMMENCEMENT OF CLASSES

All payment deposits MUST have student name as payment description

N.B *Sponsors are responsible for the payment of tuition fees.*

All fee payments must be made payable to the Account name: **IEA PNG - IEA College of TAFE.** Account Number: **6007997545**

Bank: **Westpac.** Branch: **Port Moresby.** Swift Code: **WPACPGPM.** BSB Number: **038004**

1. ☐ Enrolment fee K200 full time/K150 Online (non refundable)
2. ☐ Passport sized photo
3. ☐ Copy of Passport and Visa (new expatriate student)
4. ☐ Copies of certificate and academic transcript

Agreements

- The school reserves the right to refuse re-enrolment if the student's attitude or behavior is unsatisfactory.
- I agree that my name may be listed with the Credit Data Bureau if tuition fees are not paid.
- I have read and understand the refund and withdrawal policies that administration fee of K400.00 is charged for any withdrawal within the first month after enrolments.
- Students may only defer enrolment once from one semester to the following semester. Failure to attend the second semester will result in the forfeiture of all funds.

Sponsor's Signature: | Date: / /

Student's Signature: | Date: / /

ACCEPTANCE OF ENROLMENT **Office Use Only**

( ) Commencement / / Course:

All documents received

Amount of payment received: K | Receipt # : | Payment received Date: / /

Enrolment Accepted Date: / / Entered Into Maze: Student | Date: / /

Officer's Name: | Signature: