



STUDENT ADMISSION POLICY

IBS COLLEGE OF TVET

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1. INTRODUCTION

The Students Admission Policy of IBS College sets out the expected parameters for admission to its programmes; giving information on the principles and procedures of admission, and the responsibilities of those involved in the admission process to offer students of higher intellectual potential irrespective of social, racial, religious, and financial considerations.

2. PURPOSE

To establish a policy for the admission of students into IBS College by specifying the expectations and requirements to responsible officers who admit students to specific programmes offered by the College. This policy is the general admission policy process and procedures of the IBS College.

3. OBJECTIVES

- 3.1. To ensure that the applicant had been screened and selected based on the criteria set by the College.
- 3.2. Selected applicants qualified for enrollment had been registered.
- 3.3. Any deferral and admission processed had been complied with.
- 3.4. Withdrawals, batch transfers, program switching had been properly addressed.

4. SCOPE

This policy applies to the process by which applicants become registered students at the IBS College. The admission process ends when the Applicant is formally enrolled as a Student of the IBS College on the IBS College's Student Management System This policy applies to the admission of both national and international students seeking entry into all Programmes offered by the IBS College.

5. DEFINITIONS

Applicant	A person who applies for the admission to a Certificate or diploma level program in the IBS College.
Candidate	A person admitted as a student and proceeding towards a Certificate or a Diploma of the College.

Student	A person enrolled as a candidate in an academic programme of the College.
College	IBS College of TVET
Admission	A process of submission of Application, screening through selection criteria's, issuing Offer Letter.
Registration	An activity of choosing an academic program of the College after the registration process.
Enrolment	<p>A process of completing all required procedures including the payment of all prescribed fees for an academic program chosen by the student.</p> <p>Enrollment confirms the student's status as a member of the institution and grants them access to the educational services, facilities, and resources provided by the institution.</p>
Deferral	rescheduling of an academic program by the student to another session Batch Transfer
Study Period	A session or any other teaching period as designated by the Academic Board of the College.

6. ROLES & RESPONSIBILITIES

6.1. Finance Department

Verifying the payment of the students for registration and enrollment.

6.2. Head of College

Finalizes the list of registered and enrolled students, in consultation with the Finance Manager.

6.3. Student Services Department

Responsible for admission process of the applicants.

7. ADMISSION

7.1. Policy Guidelines

- (a) Academic admission refers to the right to follow the programme, after a review of the academic background and work experiences of the applicant. During the admission process, College's goal is to select and advice students who will be undertaking a particular academic programme based on the academic qualification and work experience.
- (b) The College releases the academic year calendar and the calendar of Key Dates for relevant session(s). The key dates are described as; Orientation, class commencement, application close, census date, classes end, study break, exam dates and publication of results assigned with a specific date for students to adhere to.

Accordingly, application closing date is one week after the commencement date.

Census date is five weeks after the commencement date.

Classes ends after six weeks of the commencement date.

- (c) English and Mathematics is a MUST an applicant must score Credit grade and above.
- (d) Selection criteria should be deliberated within the programme requirements and must be approved by Academic Board.
- (e) Students who wish to defer studies, must visit student's services, complete the Batch Transfer Application Form [SSD0004.] and submit for clearance to the student services. Failure to complete and submit the Deferral Application Form will cause implication on financial and academic status of the applicant / student(s).

7.2. General Principles of Selection

In all categories for admission, selection shall be based primarily on academic merit as indicated by an applicant's previous academic record.

Applicants shall not be discriminated against on the grounds of gender, sexual preference, marital status, age, pregnancy, disability, ethnic origin, political or religious affiliations.

7.3. Qualification for Admission

Before being enrolled as a student at the College applicants must have obtained such qualifications or work experience, or both, at a level of achievement as decided and approved by the Academic Board.

7.4. Application for Admission

An application for admission shall be made on the IBS College Application Form [SSD0001] in accordance with the required procedures and lodged as directed within the specified date.

7.5. Admission Requirements

(i) Certificate Level 3

Applicants who have completed

- (a) minimum of Grade 10 qualification through the Papua New Guinea Education System, or
- (b) minimum of Grade 10 qualification in Papua New Guinea Non-Public schools are approved by the Academic Board as equivalent to Papua New Guinea Public Schools, with the following grades
 - (i) 'C' or higher grade in Language and Literature
 - (ii) 'C' or higher grade in Mathematics
 - (iii) A minimum Grade Point Average of 1.7

(ii) Certificate level 4

Applicants who have completed

- (a) A minimum of Grade 12 qualification through the Papua New Guinea Education System, or
- (b) A minimum of Grade 12 qualification in Papua New Guinea Non-Public schools approved by the Academic Board as equivalent to Papua New Guinea Public Schools.

With the following grades:

- (i) 'C' or higher grade in Language and Literature
- (ii) 'C' or higher grade in Mathematics
- (iii) A minimum Grade Point Average of 1.7

Or

Applicants who have completed

- (a) a minimum of Grade 10 qualification through the Papua New Guinea Education System, or
- (b) Applicants who have completed minimum of Grade 10 qualification in Papua New Guinea Non-Public schools are approved by the Academic Board as equivalent to Papua New Guinea Public Schools.

With a minimum 5 years' experience in the relevant field.

7.6. Batch Transfer

- (i) Applicants who have been made an offer may apply to defer their place in a programme for less than one year as a batch transfer. All applicants who have been made offers will be permitted to defer. Only under exceptional circumstances may an applicant be permitted to defer for two or more years. Permission must be granted by the Head of College for deferrals of considering the grounds of deferment.
- (ii) Applicants may only take up the place in the programme from which they have deferred. If an applicant wishes to study a programme other than that from which they have deferred, they must apply for the new programme as a new applicant according to the normal procedures and apply for switching program.
- (iii) If the programme from which an applicant has deferred is not offered in the following year, the applicant will be permitted to enroll in a similar programme where one exists.
- (iv) Where the student is already registered and wish to defer should complete the Batch Transfer Application Form [SSD0004] and submit with supporting documents justifying reason seeking deferral.
- (v) If the Batch Transfer is done within three weeks from the commencement of a certain stage, it is permitted only upon the payment of batch transfer fee and outstanding fees coming from the previous stages.
- (vi) If the Batch Transfer is done after three weeks, from the commencement of a certain stage, it is permitted only upon the full payment of the fee of the stage that the candidate is in and outstanding fee coming from the previous stages.

- (vii) Batch transfer must be approved by the Academic Coordinator and Campus Coordinator.
- (viii) Program deferred should be taken up on the agreed period. It is not allowed to differ further.

8. ENROLMENT

8.1. Policy Guidelines

- (a) In the process of enrolment where individual candidates register to become an official student of the academic institution. It is the process of completing all required procedures including the payment of all prescribed fees and charges, as provided in Programme Fee Details [SSD0007] the programme to be undertaken by the student.

- (b) Applicants or students who have received their Letter of Offer and Letter of Acceptance may enroll for the respective programme.
- (c) Identification Card shall be carried by the student and be visible to everyone in the campus.
- (d) A fee is charged for reprint of identification card.

8.2. Enrolment

- (i) Eligible applicants shall complete the Registration Form [**SSD0002**].
- (ii) A person seeking to enroll shall pay the prescribed fees and complete all other enrolment procedures by the prescribed dates and may thereupon attend classes and otherwise pursue a programme or programmes for which an enrolment has been submitted unless and until the applicant receives notice that it has been disapproved.
- (iii) Enrolled students are obliged to provide personal information, including their full name, for record keeping purposes and for statistical purposes. The College takes seriously its obligations relating to an individual's right to privacy of personal information.
 - (a) A student shall remain enrolled until having.
 - i. taken leave of absence for a specified period.
 - ii. withdrawn.
 - iii. been excluded; or
 - iv. had enrolment terminated because of student conduct proceedings.
 - (b) A student may not be enrolled in more than one programme.
 - (c) Upon enrolment, a student shall complete ID application form [**SSD0003**] and be entitled to receive a student identification card, which should be carried while on
 - (d) college premises and at such other locations as are prescribed in the requirements for programmes. A student may be required to show this identification card.
 - (e) Upon request by a student at the College, lost identification cards will be replaced upon payment of a prescribed administrative charge.
 - (f) Upon enrolment, a student shall provide the Students Services Department Officer with an address for the mailing of all official correspondence. A student is expected to notify, in writing, to the Student Services Officer of any change of address within no more than five (5) working days of the change. The College

will not accept responsibility if official correspondence fails to reach the student who has not notified the Student Services Officer of the change of address.

8.3. Withdrawal from a Programme

- (i) A student who does not wish to continue to be enrolled in a programme may, by giving notice in writing to the Students Services Department Officer to withdraw from the programme.
- (ii) Request for withdrawal from a programme shall be submitted on the College's Withdrawal Application Form **[SSD0005]**.
- (iii) A student who, having withdrawn from a programme, subsequently wishes to be readmitted to the programme shall comply with the requirements for admission as prescribed in this Policy.

8.4. Policy for Refund during withdrawal

All refund requests shall be made via a completed Refund Application on or before the Census date and need to be supported with a withdrawal form.

(a) Refund of Registration Fee

Registration fee of a course is non-refundable.

(b) Refund of Accommodation Fee

Accommodation fees paid shall be proportionally refundable based on period of facility provided to the student.

(c) Refund of Transport Fees

Transport fees paid shall be proportionally refundable based on period of facility provided to the student.

(d) Refund of Tuition Fee

(i) Refund Eligibility

The eligibility and the amount of refund will be established as per the following criteria:

- a. It is unlikely that we will be unable to deliver a course in full:

Refund of all the course money paid to date.

- b. Enrolled and withdrawn before the commencement of the course.
5% of the Total Course Fee Payable will be retained and the balance, if any, will be refunded.
- c. Enrolled and withdrawn after the commencement of the course.
 - i. If withdrawn, within five weeks from the commencement of the course, 50% of the Total Course Fee Payable will be retained, and the balance, if any, will be refunded.
 - ii. If a student has withdrawn after five weeks from the commencement of the course, there shall be no refund.

- d. The student is terminated for disciplinary reasons.

There shall be no refund.

(ii) Other Conditions for Refund

- (a) If enrolment is made based on false information/document, then, enrolment will be cancelled at any time and at any stage. Under such conditions, no refund is available.
- (b) In case of sponsored student, if refund is eligible, it will be reimbursed only to the Sponsor.
- (c) An independent confirmation on the bank details of the students shall be documented (passbook, bank statements, bank confirmation letter, etc.).

8.5. Switching Programs

- (i) Programs can be switched from one to another upon submission of duly completed program switching form.
- (ii) The switched program must be in the same certificate level.
- (iii) If the program is switched within three weeks of the commencement of any stage of a program, switching is permitted only upon the payment of program switching fee and pending payment for the previous stages taken up, if any.
- (iv) If the program is switched after three weeks of the commencement of any stage of a program, switching is permitted only upon the payment of full fee of the relevant stage the candidate is in and pending payment for the previous stages taken up, if any.


- (v) Candidates who switch the programs must be admitted newly for the new program.

- (vi) Only the currently enrolled candidates can switch the programs.

- (vii) Campus coordinator and Academic Coordinator must approve the Program Switching Form.

9. FORMS AND APPENDICES

Code	Title
SSD0001	IBSC Application Form
SSD0002	IBSC Registration Form
SSD0003	Student ID Card Application Form
SSD0004	Batch Transfer Application Form
SSD0005	Withdrawal Application Form
SSD0006	Program Switching Application from
SSD0007	Program Fee Details
SSD0008	Refund Request Form
SSD0009	Library Registration Form

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