



DEPARTMENT OF EDUCATION

Technical Vocational Education Training

KOKOPO BUSINESS COLLEGE

Application for Self-Sponsored Students

Non Refundable Application Processing Fee – K50.00



A. PERSONAL INFORMATION

Surname		Date of Birth	___/___/___	Home Province	
First Name		Age		Denomination	
Chronic Illness	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, specify			
<i>Medical check on Chronic illness (such as TB, Asthma etc.) must come from a certified Medical Officer.</i>					
Postal Address					
Person to Contact					
Mobile No.		Telephone		Email	
<i>We would encourage all applicants to have an email address.</i>					

B. ACADEMIC RECORDS

Grade Ten (10)		Grade Twelve (12)	
School:		School:	
From Year	___/___/___ to ___/___/___	From Year	___/___/___ to ___/___/___
Subject	Grade 10 Results	Subject	Grade 12 Results
English		Language & Literature	
Mathematics		Mathematics A/B	
Science		Chemistry	
Social Science		Physics	
Business Studies		Biology	
		Economics	
		Geography	
		History	
		Legal Studies	
		Tourism and Hospitality	
		Business Studies	
		Computing	
		ICT	

Other Courses Attended

Institution	Course	Year	Certificates obtained

C. WORK EXPERIENCE

Year	Organization	Designation	Type of Work

D. COURSES (Please check appropriate programs and stage/level)

I. New Enrolment	Tick (✓)
Diploma Program	
Diploma in Business Studies Stage 1	
Diploma Tourism & Hospitality Management Stage 1	
Diploma Foundation – Business Studies (6 months)	
National Certificates Program	
National Certificate in Office Administration Level 1	
National Certificate in Tourism (Operations) Level 2	
National Certificate in Hospitality (Operations) Level 2	
National Certificate in Commercial Cookery Level 2	
II. Continuing Students	
Diploma in Business Studies – Accounting Stage 2 <input type="checkbox"/> Stage 3 <input type="checkbox"/> Stage 4 <input type="checkbox"/>	
Diploma in Business Studies – Management Stage 2 <input type="checkbox"/> Stage 3 <input type="checkbox"/> Stage 4 <input type="checkbox"/>	
Diploma in Business Studies – Computing Stage 2 <input type="checkbox"/> Stage 3 <input type="checkbox"/> Stage 4 <input type="checkbox"/>	
Diploma in Business Studies – Office Administration Stage 2 <input type="checkbox"/> Stage 3 <input type="checkbox"/> Stage 4 <input type="checkbox"/>	
Diploma Tourism & Hospitality Management Stage 2 <input type="checkbox"/> Stage 3 <input type="checkbox"/> Stage 4 <input type="checkbox"/>	
National Certificate in Office Administration Level 2 <input type="checkbox"/> Stage 3 <input type="checkbox"/> Stage 4 <input type="checkbox"/>	

E. Residential Status

What would be your residential status?	Boarding Student <input type="checkbox"/>	Day Student <input type="checkbox"/>
<i>Please note full semester board and lodging fee payable at start of each semester.</i>		

F. DECLARATION

I _____ hereby declare that the information supplied by me is true and correct.
 Applicants Signature _____ Date ____/____/____.

I _____ the parent/guardian/sponsor hereby declare that the required fees will be paid for the above student.
 Signature _____ Date ____/____/____.

G. CHECKLIST

Documents required to be submitted	
1. Application Processing fees	<input type="checkbox"/>
2. Certificates	<input type="checkbox"/>
3. References	<input type="checkbox"/>
4. Police Clearance	<input type="checkbox"/>
5. Medical Report	<input type="checkbox"/>

Please return application form with K50.00 application processing fee, copies of certificates and relevant documents to:

**DEPUTY PRINCIPAL – ACADEMIC,
 KOKOPO BUSINESS COLLEGE,
 PO Box 504,
 KOKOPO, ENBP
 Email: enwpulumen8@gmail.com**

Account Name: Kokopo Business College Project Account, Account No. 7000947908, BSP Bank, Kokopo Branch

H. OFFICE USE ONLY

Reference Number	
Date Received	
Documents Verified	
Decision	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
Course to be offered in I, II, III & IV	
Serial Number	
Letter of acceptance issued on:	