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PORT MORESBY INSTITUTE OF MATRICULATION STUDIES
APPLICATION FOR GRADE 12 UPGRADING
FULLTIME

SURNAME: _____ NAME: _____ GENDER: _____

PIMS CENTRE: _____ YEAR: _____ GRADE APPLIED FOR: _____

CATEGORY OF ENROLLMENT: _____
(New, re- enrolling, continuing)

NCD

P.O. Box 775, Boroko, NCD. Ph 3254815, Fax 325 4275

Mobile 71068187/71572922/71068186/71068191/71068188/73673554. Erima Bridge, Kanage St.

Lae

P.O. Box 2962, Lae, MP. Ph/Fax 4792277, Mobile 71068182/71068149/72573331/73819866/71068154.

YWCA Hall, Huon Road, Lae.

Madang

P.O. Box 954, Madang. Ph/Fax 4222276, Mobile 71068185/71068181/71944134. Tusbab Beach, Madang.

Wewak

P.O. Box 1330, Wewak, ESP. Ph/Fax 4561289, Mobile 71068180/71692839. IEA Wewak Hill, Wewak.

Kavieng

P.O. Box 22, Kavieng, NIP. Ph/Fax 9841545, Mobile 71068159/71738998. Lutheran Training Cnt, Kavieng.

Rabaul

P.O. Box 268, Kokopo Ph/Fax 9829798, Mobile 71068158/73586896. Wanlis Street, Rabaul Town.

Manus

P.O. Box 470, Lorengau, Manus. Ph/Fax 9709228, Lorengau Mobile 71068183/73815154

Wabag

P.O. Box, Wabag, Enga Province. Mobile 71068184/72102673/71068157/73819866



PORT MORESBY INSTITUTE OF MATRICULATION STUDIES
 P.O. Box 2962, LAE, MP. Office 1, Central Arcade Building, 7th Street, Top Town.
 Telephone: 472 6281 or 479 0303, Facsimile: 4790303
 Email: pimsinfor@gmail.com

APPLICATION FOR GRADE 12 UPGRADING FULLTIME

A. PERSONAL DETAILS

First Name:	Telephone:	Fax:	
Surname:	BMobile:	Digicel:	
Date of Birth:	Email:		
Sex (M/F):	Home Province:	Fill out this section, only of your employed	
Home Village:	Marital Status:	Employer:	
No. of Children:	Denomination:	Employee No:	Position:
Address:	Bank:	Branch:	
	Account No:		

B. EDUCATIONAL DETAILS

Last High School attended:	Province:
Highest Grade Completed:	Year:
<i>Note: Please attach certificate to confirm.</i>	

C. PARENT/GUARDIAN/SPONSOR DETAILS

Name of Father(Guardian):	Employer:	Position:
Employment address:	Telephone:	Fax:
	Email:	
Name of Mother(Guardian):	Employer:	Position:
Employment address:	Telephone:	Fax:
	Email:	

D. METHOD OF PAYMENT

Below, I have selected the payment method I wish to use to pay for my school fees. Please tick appropriate box.	
<input type="checkbox"/>	Full payment upfront. (Only one installment)
<input type="checkbox"/>	50% payment upfront and balance to be completed by mid-Semester.

E. MATRICULATION SUBJECTS

Previous Matriculation Centre:	Year enrolled:		
List of matriculation subjects already completed: (<i>attach academic transcripts to also confirm</i>)			
Tick the matriculation subjects you are applying for this semester.			
Basic English	Basic Mathematics	Biology 1	Physics 1
English 1	Mathematics 1	Biology 2	Physics 2
English 2	Mathematics 2	Chemistry 1	Asian History
Geography	Economics	Chemistry 2	History of Sc. & Tech
<i>Are you planning to complete all the required subjects of the matriculation certificate?</i>			

F. SPECIAL TALENT OR SKILLS

Please give details of any special Talents/Skills you have? (e.g. Music, Arts, Athletics, Speaking, Computing)

G. HEALTH CONDITION

Provide details of any physical or health disabilities that you have, that may affect your studies here.

H. FUTURE CAREER

What career or study areas are you interested in pursuing after completing school (e.g. Doctor, lawyer)

I. EXPRESSION OF INTEREST TO ENROL

Are you interested in doing matriculation through correspondence studies?					
If your answer is yes, when do you want to enroll? (tick below)					
<input type="checkbox"/>	Right away	<input type="checkbox"/>	Next two (2) weeks	<input type="checkbox"/>	Next month
<input type="checkbox"/>	Others (please specify):				

J. REFUND POLICY

The following refund/withdrawal policies will apply;
<ul style="list-style-type: none">- Withdrawal is done through school withdrawal form only.- Refund within 4 weeks of study commencement will suffer a 50% penalty deduction or a daily rate charge applied, whichever is greater.- No refunds allowed after 4 weeks of study commencement.- Any student who withdraws will not be allowed to re-enroll later unless there is a valid justification to do so.- Refund of cheques from savings and loans, Nasfund, Finance companies, sponsor organizations will be refunded back to these organizations upon refund.

K. DECLARATION

I, the applicant solemnly declare that all the information that I have provided above are true in every respect, and that I can be held liable for any false information. I pledge to abide by all the school statues and regulations while a student at this school. Finally, I understand and accept the school refund policy specified in the preceding section.	
Signature of applicant:	Date signed: