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PORT MORESBY INSTITUTE OF MATRICULATION STUDIES  
**APPLICATION FOR FORMAL SECONDARY**  
**ENROLLMENT**

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](mailto:pimsinfor@gmail.com)

**APPLICATION FOR FORMAL SECONDARY ENROLLMENT**

**A. PERSONAL DETAILS**

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

**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 for the whole year. (Only one installment)
<input type="checkbox"/>	4 equal quarterly or term payments

**E. LEADERSHIP ROLES**

Provide any leadership roles you have had in the past in the space below. (e.g. Prefect, Sports Captain)

**F. ACHIEVEMENT AWARDS**

Have you ever been given any important awards in the past? If yes, please provide details below. (Both academic/non-academic)

**G. SPECIAL TALENT OR SKILLS**

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

**H. HEALTH CONDITION**

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

**I. FUTURE CAREER**

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

**J. Why PIMS?**

Why have you chosen to enroll at this school?

**K. REFUND POLICY**

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

**L. 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.	
<b>Signature of applicant:</b>	<b>Date signed:</b>