



PORT MORESBY INSTITUTE OF MATRICULATION STUDIES (PIMS)

•Port Moresby •Lae •Madang •Wewak •Kokopo •Kavieng •Manus •Arawa
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SECONDARY ENROLLMENT

ATTENTION: (i). Grade 8 & 10 Leavers (ii). Grade 9-12 Secondary

1. INTRODUCTION

To all prospective and interested students, we thank you for your interest in our school and it’s programs. The information in this document is intended primarily for Grade 8 &10 school leavers who may have missed out on selection in their previous school but have come here to the Port Moresby Institute of Matriculation Studies (PIMS) seeking alternative but genuine avenues to continue and complete their Formal Secondary education from Grade 9 – 12. We welcome all such students to our school and rely on our years of experience and commitment in this business to serve our students well and fully.

All new students who have completed Grade 10 and would like to apply to PIMS to do formal Grade 11 will need to meet certain minimum academic pass requirements to be eligible for direct admission into Grade 11. Failing this, the concerned students will be required to first enroll into our Pre – Eleven (Pre – 11) bridging course to strengthen and consolidate their academic background before proceeding to Grade 11(Refer Fig. 1 below).

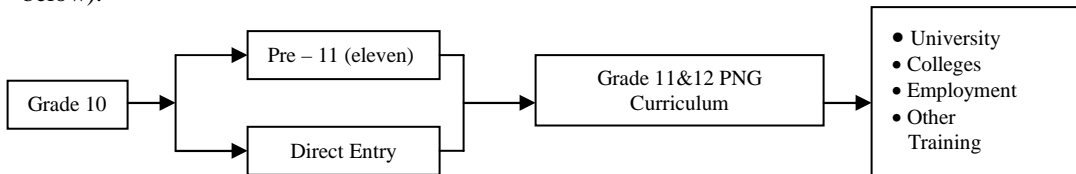


Fig 1. Study Progression Pathway

Applicants for Grade 9 places at PIMS, of course, must meet the standard requirement of attaching an acceptable or appropriate Grade 8 certificate to their application.

Apart from all the usual and required secondary subjects that our students do, all our secondary students (Grade 9 – 12) also take up computing classes.

In light of the above then, the Secondary programs offered by PIMS in 2012 are:

- (i). *Grade 9-12 Formal Secondary*
- (ii) *Pre –Eleven (11) (one year bridging program)*

Why Enroll at PIMS? – Advantages and Benefits To be Gained.

There are several advantages or benefits that students will gain by choosing to enroll at PIMS

- I. All our students receive appropriate full certification (PNG Curriculum)
- II. Our flexible acceptance criteria ensures easier acceptance of many more school leaver students.
- III. Satisfactory/Excellent Facilities
- IV. Qualified, experienced and dedicated teachers
- V. Computer classes offered in all Grades
- VI. Lower fees than other private schools with very flexible payment options available.
- VII. PIMS has years of experience in dealing with ‘drop-out’ or disadvantaged students.
- VIII. Good record of students going to tertiary institutions, colleges, direct employment etc. over the years.

1.2 Background History of PIMS

The PIMS is a national private Upper Secondary institution first established in 1996 by a team led by Mr. Norman Sike (formerly Science/ Physics lecturer at UPNG). As introduced above, the prime factor that led to the establishment of the institute was to provide an alternative continuing education pathway to disadvantaged school leavers (Grade 8,10 or 12) who are pushed out of the mainstream education system. By enrolling at PIMS many students are provided with a second and alternative chance to complete Grade 11& 12 equivalent studies and be in a position where they, like others, are eligible to apply to universities, colleges or places of employment.

In 1997, PIMS achieved full ‘Permitted School’ status with the National Department of Education - Certificate No. PS 444/83. This ‘Permitted Status’ allowed us to run recognized formal secondary courses as a private institution. In the same year, PIMS became one of the first private institutions to become a franchise sub-centre of the then Institute of Distance & Continuing Education (IDCE) – University of Papua New Guinea to run matriculation courses. Following that, in 2003, PIMS again became the first outside private institution to be affiliated to the Department of Open and Distance Learning (DODL) – University of Technology Lae also to run their matriculation courses. Added to all these, just recently in 2010, PIMS was granted approved Registered Study Centre status (RSC Rego. No. 6315) by the FODE (Flexible Open and Distance Education) to run informal secondary courses.

PIMS has centres in NCD, Lae, Madang, Wewak, Kokopo, Kavieng, Manus and Arawa.

2. ADMISSIONS

2.1 Incoming Application - Screening

When we first receive an incoming application from a Grade 10 leaver, an assessment or screening is made (based on Grade 10 result) on whether the student meets the attainment criteria for direct admission into Grade 11. Failing that, the student will be required to first of all enroll into the Pre- 11 year. The Pre-11 year is a one year bridging program intended to strengthen the background and skill level of students in core subjects (English, Math, Science etc) so that they are able to cope with Grade 11 & 12 work later on. At the end of Pre-11, the student’s results will again be subjected to the Grade 11 admission criteria.

2.2 Grade 11 Admission Criteria After Grade 10

Given that the cream of Grade 10 leavers usually find Grade 11 places in established mainstream schools, the following then is our admission criteria into Grade 11 studies.

To qualify for Grade 11 admission, the following minimum Grade 10 results are strictly required:

- (i). Upper Passes in BOTH English & Maths.
- (ii). No grade below upper- pass in either English of Math.

Failing to meet both the above admission criteria, a student is automatically required to enroll in the Pre-11 grade.

2.3 Grade 11 Admission Criteria After Pre-11

After completing Pre-11 year, the following are the minimum Grade 11 admission requirements:

- (i). Minimum of 2 B grades, one of which must be in a core subject
- (ii). No grade below C in either English of Math (core subjects).

3. REGISTRATION PROCEDURES (ALL GRADES)

3.1 Registration Requirements

When students come to register at the beginning of the school year, they must complete the following requirements and forms step by step:

1. Enrollment Application Form.
2. Produce a copy of the acceptance letter.
3. Select a fee payment option and pay the required first installment on enrollment.
4. Pay a compulsory but refundable bond fee of K50.00 (apart from the normal fees).
5. Pay a K10.00 fee for student ID
6. Complete and return PIMS Secondary Registration Form.
7. Purchase at least 2 full sets uniforms and proper footwear
8. Collect Student ID Card.
9. Any other requirement as specified by the school.

Important! Students will not be allowed into classes until they have fulfilled ALL the above requirements.

3.2 School Uniforms

All students (Grade 9-12 and Pre -11) will be required to wear school uniforms. A uniform set consists of the following

- (i). Shirt top (male& female, blue colour)
- (ii). Dark blue long pants (male & female)
- (iii). Dark blue skirt (female)
- (iv). Black shoes

The uniforms shirt tops (and maybe skirt) can be purchased at TST Boroko. The long pants and shoes can be purchased at any store.

3.3 Textbooks

Most reference books will be provided. However, students may be asked to purchase selected ones separately as their own. Stationery companies and bookshops such as Theodist usually stock some of these textbooks. Consult your teachers for the titles of these textbooks before purchase.

4. Refunds/Withdrawals

The following refund/ withdrawal policies will apply

- (i). Withdrawal is done through the school's official withdrawal form
- (ii). Refund within four (4) weeks of study commencement will suffer a 50% penalty deduction or a daily rate charge applied whichever is greater.
- (iii). No refund allowed after four (4) weeks of study commencement
- (iv). Any student who withdraws will not be allowed to re-enrol later unless there is a valid justification to do so.
- (v). Refund of Cheque from Savings & loan, Nasfund, Finance companies, Sponsor Organisations will be refunded back to these organization upon any refund.

5. FEES 2012

5.1 Flexible Installment Payment Options

The total yearly fee charged for each secondary Grade in 2012 is shown in the Table below (bond and ID card fees also added). These can be paid off in one or four installments.

Secondary Fee break up.

		Grade 9&10	Pre - 11	Grade 11 & 12
1	Course Fee Per Year	K4700.00	K5200.00	K5500.00
2	Bond Fee (refundable)	K50.00	K50.00	K50.00
3	I.D Card	K10.00	K10.00	K10.00
	Total Yearly Fee Charged	K4760.00	K5260.00	K5560.00

Installment Payment Options Grades 9&10

Payment Option	No. of Installments	Amount per Installment	Schedule of Payments	Yearly Total Payable
Option 1	1	K4760.00	One full payment upfront on enrollment	K4760.00
Option 2	4	K1190.00	4 Term Payments with each payment to be paid in full at the start of each term.	K4760.00

Installment Payment Options Pre - 11

Payment Option	No. of Installments	Amount per Installment	Schedule of Payments	Yearly Total Payable
Option 1	1	K5260.00	One full payment upfront on enrollment	K5260.00
Option 2	4	K1315.00	4 Term Payments with each payment to be paid in full at the start of each term.	K5260.00

Installment Payment Options Grades 11&12

Payment Option	No. of Installments	Amount per Installment	Schedule of Payments	Yearly Total Payable
Option 1	1	K5560.00	One full payment upfront on enrollment	K5560.00
Option 2	4	K1390.00	4 Term Payments with each payment to be paid in full at the start of each term.	K5560.00

All school fees should be deposited at the bank only made payable to the Port Moresby Institute of Matriculation Studies using the appropriate PIMS centre account number. **Note!! Making cash payments at the school is strongly discouraged for obvious reasons. Deposit all fees to the bank only.**

6. PIMS CENTRE ADDRESSES

NCD: P.O. Box 775, Boroko, NCD. Ph 3254815, Erima Bridge, Kanage St. Acc. No 1000489931 BSP
 Madang: P.O. Box 954, Madang. Ph/Fax 4222276, Tusbab Beach, Madang. Acc. No. 1000992982 BSP
 Lae: P.O. Box 2962, Lae, MP. Ph/Fax 4792277, YWCA Hall, Huon Road. Acc.No. 1000992955 BSP
 Rabaul: P.O.Box 268, Kokopo Ph/Fax 9821477, Wanlis Street, Rabaul Town. Acc. No. 1000992980 BSP
 Kavieng: P.O. Box 22, Kvng, NIP. Ph/Fax 9841545, Ligga Mission Stn., Kvng. Acc. No 1000992986 BSP
 Wewak: P.O. Box 1330, Wwk, ESP. Ph/Fax 4561289, Kaindi Prim. Sch, Wwk. Acc.No. 1000992983 BSP
 Manus: P.O.Box 466, Lorengau, Manus . Ph/Fax 9709228/4709211, Lorengau Acc. No. 1001229529 BSP

7. 2012 Enrolment Dates

<u>Grade</u>	<u>Registration</u>	<u>Classes Commences</u>
Secondary 9-12	now until 03 February 2012	06 February 2012