

# ADMISSION APPLICATION

<b>PERSONAL INFORMATION</b>			
FULL NAME	SEX	STUDENT ID NUMBER	NATIONAL ID TYPE & NUMBER
DATE OF BIRTH	PHONE NUMBERS	EMAIL ADDRESS	MAILING ADDRESS
	M) <input style="width: 80%;" type="text"/>		
	H) <input style="width: 80%;" type="text"/>		
LEVEL OF STUDY	SPECIALISM	COMMENCE STUDIES	GRADUATION DATE
<input type="checkbox"/> PRE COLLEGE <input type="checkbox"/> UNDERGRADUATE Bachelor Degree / UK HND <input type="checkbox"/> GRADUATE		FALL    ( ) of 20____ SPRING ( ) of 20____ SUMMER ( ) of 20____	FALL    ( ) of 20____ SPRING ( ) of 20____ SUMMER ( ) of 20____
NEXT OF KIN	NEXT OF KIN PHONE:	NEXT OF KIN EMAIL ADDRESS	NEXT OF KIN ADDRESS

<b>EDUCATIONAL BACKGROUND</b>				
Name of College/High School Attended	Subjects/Qualifications Earned	Awarding Organisation	Grades Earned	Year of Award

PAGE 1 OF 6 | Return the complete Application by email, fax, or by post office to:

**Colbourne College**

RETURN ADDRESS: 6 Hillview Avenue, Kingston 10    Phone: 876-906-8085/0918    FAX: 906-8401

Email: [admin@colbournecollege.com](mailto:admin@colbournecollege.com)    Website: [www.colbournecollege.com](http://www.colbournecollege.com)

## WORK EXPERIENCE AND VOLUNTEERISM

NAME OF BUSINESS/AGENCY 1	POSITION	BUSINESS ADDRESS AND PHONE NUMBERS	FROM TO
<b>Describe your Job Functions</b>			
<b>Describe your Job Functions</b>			
NAME OF BUSINESS/AGENCY 2	POSITION	BUSINESS ADDRESS AND PHONE NUMBERS	FROM TO
<b>Describe your Job Functions</b>			
<b>Describe your Job Functions</b>			
NAME OF BUSINESS/AGENCY 3	POSITION	BUSINESS ADDRESS AND PHONE NUMBERS	FROM TO
<b>Describe the Job Functions</b>			
<b>Describe the Job Functions</b>			
NAME OF BUSINESS/AGENCY 4	POSITION	BUSINESS ADDRESS AND PHONE NUMBERS	FROM TO
<b>Describe the Job Functions</b>			
<b>Describe the Job Functions</b>			

Make additional copies of this page where necessary.

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# REFERENCES

Please supply the required information for the Applicant. Thank you.

NAME AND TITLE OF REFEREE	PHONE CONTACT	EMAIL ADDRESS	MAILING ADDRESS
	M		
	W		
OCCUPATION OF REFEREE	NAME OF EMPLOYER	HOW LONG HAVE YOU KNOWN THE APPLICANT	RELATIONSHIP TO APPLICANT

Referee's Evaluation of the Applicant	Below Average	Average	Above Average	Good	Very Good	No Basis
Professional Achievement						
Intellectual promise						
Communications Skills (listening, verbal, written)						
Computer/Technical Literacy Basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.						
Flexibility/Adaptability/Managing Multiple Priorities. Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.						
Disciplined work habits						
Maturity						
Motivation						
Leadership						
Integrity						
Reaction to setbacks						
Concern for others						
Self-confidence						
Interpersonal Abilities. Ability to relate to co-workers, inspire others to participate, and mitigate conflict with co-workers.						
OVERALL						

## REFEREE'S COMMENTS

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **PROVIDE A ONE PAGE PERSONAL STATEMENT**

Discuss freely your goals and aspirations pursuant to the value of this experience. 450 words.

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# REQUIRED APPLICATION APPROVALS

## Approval of Referee

Name: \_\_\_\_\_ ID Type: \_\_\_\_\_ ID # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approval of Applicant/Parent/Guardian

Applicants under the age of 18 requires the Parent/Guardian to sign on his/her behalf

Name: \_\_\_\_\_ ID Type: \_\_\_\_\_ ID # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

### Student/Admission Staff

Required Documentation Submitted with Application

**Application received on:**

1. \_\_\_\_\_ 3. \_\_\_\_\_

### PAYMENT HISTORY

2. \_\_\_\_\_ 4. \_\_\_\_\_

Cash  
Payment  
Date

Bank  
Payment  
Date

Cheque  
rec'd

Receipt  
Number

Branch:

Cheque  
Name &  
Number

Collected  
by

Teller  
Number

Receipt  
Number

Comments/Follow-up:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorizing Manager

### Faculty Representative /Principal

### Other Authorizing Signatory

Signature:

Signature:

Name:

Date:

Date:

Signature:

Date:

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# **ADMISSION AND ENROLMENT PROCESSES**

*Provided for your information only. Do not submit this page.*

## **STEP 1. SUBMIT THE ADMISSION FORMS & THE APPLICATION FEE OF \$3,000.**

Make the payment at any RBC Bank, to Colbourne College account # 0081300004385 or pay at our campus office. Submit the following;

1. copy of the Payment Receipt
2. completed Admission Application Form
3. completed Reference Form
4. Personal Statement
5. Proof of Passes (or statement of subjects that are pending)

### **Submit ALL of the above Admission documents by any ONE of the following media:**

- a) in person at one of our campus offices or
- b) Scan and email the documents and bank receipt to [admin@colbournecollege.com](mailto:admin@colbournecollege.com) or
- c) Fax the documents and bank receipt to 906-8401 or
- d) Mail the documents and bank receipt to 6 Hillview Avenue, Kingston 10

### **IMPORTANT!**

- Applicants submitting documents by b,c,d will need to call 906-0918 immediately after sending to ensure we have received all the documents sent.
- All original bank slips must be delivered to Colbourne by person or post immediately after payment. Send original even after the copy is emailed or faxed.

## **STEP 2. ATTEND THE OPEN HOUSE INFORMATION SESSION.**

An Admission Counselor will call or email you immediately upon receiving the application documents and bank receipt to discuss the registration process and to invite you to the Open House, conducted by the Admission Office on our campus or online for distant learners.

## **STEP 3. ADMISSION INTERVIEW.**

You will be sent via email an appointment date for a Telephone/Skype Interview to be conducted by an Admission Coordinator.

- If you pass the interview you will be requested to submit your proof of passes/qualifications for acceptance.
- If you fail the interview you will need to send an email request for another interview date.

## **STEP 4. ACCEPTANCE TO THE COLLEGE.**

You will receive an Offer of Admission by email along with the Enrolment Agreement and enrolment package. You are provided instructions to download the Enrolment Documents from our website.

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## Student Services/Holding Fees

Within 14 days of receiving acceptance you will pay the Student/Holding Fee (to RBC Ac# 0081300004385) and return a copy of the receipt and the signed enrolment agreement.

- The Student/Holding Fee is \$7, 500 for students entering Continuing Education.
- The Holding Fee is \$27,000 for all other Students - This is also a first deposit toward your tuition.

You are granted provisional acceptance only as the terms of acceptance if the required qualifications are pending or incomplete at the time of application. You are a **pre-matriculation** student because you have not yet met **ALL** the requirements of entry.

## **STEP 5.** NEW STUDENTS ORIENTATION

- Students will begin the Induction Module as soon as the Holding/Student fees are paid. This is a part of the new students' orientation.
- New Students will not be allowed to commence classes until they have successfully completed and passed the Induction Module.
- This involves reading the College Induction Manual provided and completing a set of short tasks. Questions are on key areas of the program they are applying for, on Harvard Referencing standards and on Personal and Professional Goal Setting. Assessment is done on-line, mainly by multiply choice.
- Students can retake the exams as many times as needed until they earn a pass. Pass mark is 100%. There are no exam or re-sit fees involved.

## **STEP 6.** ENROLMENT AND CLASS SCHEDULING.

Submit all enrolment documents and proof of qualification, if not yet submitted, with the balance on Tuition, and select your classes for the semester.

- *All students entering Colbourne College are subjected to the rules and standards of the institution. Admission to Colbourne College may be withheld or withdrawn at anytime. All students are expected to maintain acceptable academic standards and to meet all financial obligations at required times.*

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