

PASSPORT SIZE
PHOTOGRAPH

(first time applicants only)

GENERAL APPLICATION FORM

Section 1

 Attending the college for the first time: Yes No

Name of course being applied for: _____

- Kingston
- Montego Bay
- Mandeville
- Ocho Rios
- Other (plase specify) _____

NAME (Please use block capitals)

SURNAME: _____ **MIDDLE:** _____ **CHRISTIAN:** _____

DATE OF BIRTH: _____ **MARITAL STATUS:** _____

ADDRESS: _____

MAILING ADDRESS: _____
(If different from current)

TELEPHONE: Home _____ Work _____ Mobile _____

EMAIL: _____ (required data)

Section 2

EMPLOYMENT STATUS: Full Time Part Time Not Employed

JOB TITLE: _____

EMPLOYERS NAME: _____

EMPLOYERS ADDRESS: _____

Section 3

PREVIOUS EMPLOYMENT HISTORY

Name Of Organization	Address	Position Held	Duration

Section 4

EDUCATIONAL BACKGROUND Please list schools attended, giving relevant dates (List most recent first)

Name Of School	From	To

GENERAL INSTRUCTIONS TO APPLICANTS

- a. Be sure to read the instructions carefully and completely before completing this form and answer all relevant questions. Incomplete applications will not be processed until all relevant information is provided.
- b. Where the information requested in a section is not applicable to your situation, please indicate "N/A" beside the section title.
- c. Sections 1, 2, 5 & 6 **must** be completed by **all** applicants.
- d. A passport-size photograph should accompany this form. (first time applicants only)
- e. Originals of all supporting documents must be presented along with photocopies.

SPECIFIC INSTRUCTIONS

- a. **Section 1**
All questions in this section **must** be answered.
- b. **Section 2**
The applicant must provide a response if they are employed, whether part-time or full-time.
- c. **Section 3 and 4**
To be completed if applicant is applying to the institution for the first time.
- d. **Section 5**
 - New and returning students should respond to the questions in Section 5.
 - This section must be signed by Head of Department or the HR/Training Manager
 - The official stamp of the sponsoring company should be affixed in the position provided.
- e. **Section 6**
 - Question should be answered by new and returning students
 - Applicant's signature and Date to be inserted in the area provided.

Please Turn over to see Terms & Conditions

The terms and conditions must be signed before the registration form is accepted.

The College Of Insurance and Professional Studies

3a Richmond Avenue, Kingston 10
Jamaica, West Indies

Telephone: 876.929.3340 / 2 / 3

876.929.6159

876.929.6146

Fax: 876.929.6117

Email: info@collegeofinsurance.edu.jm

Website: www.collegeofinsurance.edu.jm

TERMS & CONDITIONS FOR REGISTRATION

Programme / Course Policies

1. Companies are required to register employees for programmes/courses prior to the scheduled commencement date.
2. For Company Sponsored individuals all correspondence is to be submitted via Training Managers.
3. Once the College receives registration, Company will be billed for individual(s) in question unless registration is cancelled in writing five(5) business days prior to the start of the programme/course.
4. Once programme/course has started 100% of fees will become due. Fees are nonrefundable except in any one of two cases:
 - a) In the event that a double payment is made & supporting documents are provided.
 - b) The College is responsible for the cancellation of course after payment has been received.
5. For persons registered by Companies who discontinue course after the first two classes, fifty percent (50%) of fees will become payable by the relevant Company. Attendance to more than two (2) classes will require a 100% payment.
6. Self-sponsored individuals are required to pay fifty percent (50%) of fees prior to the start of course to effect registration. Remaining fees must be paid prior to the end of course or according to Payment Plan. Failure to comply will bar individual from sitting Final Examination.
7. If due to extenuating circumstances individual(s) need(s) to discontinue course after the first two (2) classes, full fees must be paid within the course period and individual will be allowed to participate in next course. This concession will be granted based on the College's discretion.
8. Application for referral should be submitted in writing to the Programmes Department within two weeks of the start of the course.

Class Attendance

Class Attendance is compulsory and candidates must attend **AT LEAST 75%** of the sessions to be eligible to sit the final examinations.

Payment Terms

The Payment Plan is only available to Self-Sponsored individuals.

For individual courses (2 - 12 weeks), a fifty percent (50%) payment is required to effect registration. Remaining fees are to be paid by the end of the following month via salary deduction. Payments can be made weekly or at the end of the month in question for an amount agreed to by the Accounts Department.

For the Certificate and Associate Degree programmes (4 -7 terms), payment is due annually. A fifty percent (50%) deposit of the annual fee is required on registration. The remaining fifty percent (50%) is to be paid by the end of the following two months via salary deduction (Two equal installments). Approval for participating in the Payment Plan is to be received from the Accounts Department.

Payment of tuition fees can be made by visiting our offices or via bank deposit at any National Commercial Bank Island wide to the following account:

College of Insurance & Professional Studies
NCB 1-7 Knutsford Boulevard
Acc. No. 351259361

NOTE: A copy of the deposit slip must be faxed to the Institution to confirm payment. Fax no. 929-6117

I have read and accepted the terms and conditions of this document

NAME: _____

DATE: _____

SIGNATURE: _____