



INSTITUTE FOR INFORMATION TECHNOLOGY

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ADMISSION APPLICATION FORM

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|--|--|--|------------------------------|------------------------------|
| BSc. DEGREE IN BUSINESS INFORMATION TECHNOLOGY (BIT) | | | INTAKE | YEAR: _____ |
| <input type="checkbox"/> YEAR 1 NCC Diploma | <input type="checkbox"/> YEAR 2 NCC Adv.Diploma | <input type="checkbox"/> YEAR 3 Bachelor Degree | <input type="checkbox"/> JAN | <input type="checkbox"/> MAR |
| | | | <input type="checkbox"/> JUN | <input type="checkbox"/> SEP |
| <input type="checkbox"/> New Student <input type="checkbox"/> Returning / Continuing Student | | | | |

| | | |
|---|--|---|
| Session for which admission is being sought: | <input type="checkbox"/> Morning | <input type="checkbox"/> Evening |
| Under : | | |
| Self Sponsorship | <input type="checkbox"/> Private Sponsorship | <input type="checkbox"/> Government Sponsorship |
| <input type="checkbox"/> Company Sponsorship | | |

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|---|------------------------|
| <u>PERSONAL INFORMATION</u> | |
| Surname (Block Letters): _____ | PLACE PHOTO HERE |
| Other Names: _____ | |
| Date of Birth: _____ Place of Birth: _____ | |
| Gender: _____ Citizenship: _____ | |
| Marital Status: _____ | |
| Permanent Address: _____ | |
| Contact Address (if different from above): _____ | |
| Cell phone No: _____ Tel: No: _____ Email: _____ | |
| Contact Address of a person in case of Emergency: _____ | |
| Mobile No _____ Email _____ | |

(A) Certificate of Secondary Education National Form IV

| Subject | Grade |
|---------|-------|
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Examination Authority: _____

Division: _____ Points: _____

(B) Certificate of Secondary Education National Form VI

| Subject | Grade |
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Examination Authority: _____

Division: _____ Points: _____

(C) Post A-Level Education:

Have you attended any University/college or any other Institutions of Higher Learning before?

YES: NO: If Yes, Provide Details in table below.

| SN | Institution Attendant | Status(Graduated/discontinued/ Absconded) | If Graduated give qualification attained | Graduation Date |
|----|-----------------------|--|--|-----------------|
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(D) Employment Record:

| SN | Name of Employer | Post Held | Duration | Remarks |
|----|------------------|-----------|----------|---------|
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(E) Give full name and Address as well as signed guidance /guaranteed letter from financial sponsor for your fees and other expenses. (Note: if you are applying as Government sponsored or company, you have to submit the commitment letter as well)

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(F) Registration & Examination Fees: _____

(G) Tuition Fees: _____

(H) Declaration

I declare that all Information given in this form is Correct to the best of my knowledge

SIGNATURE OF APPLICANT: _____ DATE: _____

NB: The following must be attached with this application:

- Certified copies of all educational qualifications
- Two (2) passport size photographs with name written at the back of each photograph

FOR OFFICIAL USE ONLY

For & on behalf of IIT Date.....

Application Accepted: YES NO

Signature:

(Note: the information given in this form will be used for admission purposes only. Non-disclosure of details or provision of false information to any of the sections in the form if discovered shall render your registration with the Institute for Information technology)

RULES AND REGULATIONS

IIT is open to all students and provides equal opportunities, but reserves the right of admission on grounds of academic performance and good behavior. **ALL** students **MUST** conduct themselves professionally whilst in IIT's premises. Students behaving offensively with IIT staff will have their studentship instantly terminated without recourse. IIT reserves the right to decline admission to any student without the need for any reasons, explanations or justification.

1. IIT **SHALL NOT** be responsible for any loss or damage caused to the student's property. Students are required to take care of their property personally. IIT's property (Equipments, Furniture, etc) **MUST** be used with proper care. Students **WILL BE LIABLE TO PAY** the replacement value for damage to any property of the Center. Smoking within IIT's premises is **STRICTLY PROHIBITED**. Pariki / Beetle nuts etc or any other chewable are strictly prohibited in IIT's premises, any student caught in possession of these items will be severely reprimanded. Food and Drinks are **NOT ALLOWED** in the classrooms of IIT.
2. Disruption of lectures by either reporting late or leaving early amounts to **MISCONDUCT** and students will be reprimanded severely and have their classes discontinued. All Mobile phones should be **SWITCHED OFF** during lecture hours.
3. The necessary registration / examination / annual subscription to each professional institution and any other fees are to be paid by the student on time. IIT **WILL NOT BE RESPONSIBLE** for any consequences arising out of lateness / non-payment of fees to the respective association by the students. All students paying their registration and examination fees or tuition fees via Bank are requested to bring their completed forms and bank pay in slips to the IIT office.
4. Students are required to bring **ALL** the necessary materials for the lectures according to the timetables provided. Students are required to read the notice board daily as all announcements will be communicated through the notice board only. Where students remain absent for more than 60% of the lecturers, they will be expelled from the college immediately and their fees will not be refunded under any circumstances.
5. Students are advised that the external security guards have been instructed to take legal action against any misconduct. In any case IIT **WILL NOT BE RESPONSIBLE** whatsoever to indemnify or assist the student; who must face the consequences of his/her actions. To this effect there is a special notice on the staircase which all students should read. IIT welcomes all genuine students and pledges its support to assist all diligent, serious and well-mannered students.
6. IDCS & IADCS students have the option to purchase the relevant manuals for their subjects from the IIT Administration Office. The tuition fees shown on the brochure do not include the cost of the Manuals.
7. IIT has an expulsion policy which is displayed on the board. All students are required to be familiar with this policy and **MUST COMPLY** with the rules of IIT. Students expelled will not have their fees refunded.

8. IIT will charge an administration fee to those students, who would like to shift intakes, . The change will only be made if the request has been made in writing and classes attended to the date of the letter will be counted, no verbal requests will be accepted. All the tuition fees should have been paid in full and changes to other intake(s) will be accepted subject to availability of space in the classroom. The management’s decision will be final. All tuition fees will be payable even if the student discontinues with any course. In cases where balances have been carried forward for students, these will have to be utilized in the following semester. Where credit balances remain unutilized IIT will forfeit these balances without any recourse or refunds under any circumstances.

9. IIT will obtain results of the examinations, and all other Courses for analysis and monitoring purposes and by signing below the consent of the student has been obtained. To this effect the results of all the internal tests/exams conducted by IIT during the course of the semester will be sent to the below mentioned guardian / sponsor.

10. I hereby consent and agree that IIT can, at will use my personal education profile, academic performance, achievements, photographs and personal information for advertising and marketing purposes accordingly. Me and My guardian give this enduring authority completely unconditionally and indemnify IIT the institute, its management or lecturers from any recourse or claim, financial or otherwise. This authority is enduring for the future unless cancelled by me or my guardian in writing and delivered to IIT on a recorded delivery basis. IIT will ensure that such information is used in the best interest of the student and the institute. Students at IIT are also required to comply with the policies, procedures rules and regulations as set by the relevant professional bodies and regulatory authorities such as NCC etc, the University of Greenwich.

I, have read and understood the above Rules and Regulations including IIT’s expulsion policy, and I shall comply with them while I remain registered with IIT as a student. I accept that once I have enrolled for classes the full fee is payable even if I discontinue classes or am expelled. I am aware and accept unconditionally that IIT has the right and indeed may report me to my guardian/sponsor or the professional association of which I am a registered student in the event I default on payment of my fees for the subjects I have enrolled.

Date:.....

Guardian/Sponsor Name:.....

Signature:.....

Student Name:

Signature.....

Date.....