



INSTITUTE OF MARITIME & BUSINESS MANAGEMENT (IMBM)

PHOTO

COURSE REGISTRATION FORM

Name (As per NRIC/PP) : _____

Program/Course title : _____

IC /Passport/FIN No : _____ Date Of Birth : ____/____/____ Sex : M/F

Home Address : _____

Mobile No : _____ Office Tel No : _____ Home : _____

Emergency Contact No (Mobile No) : _____ Relationship to applicant & Name: _____

E-mail Address (required) : _____

Name Of Employer : _____

Occupation : _____

Highest Qualification : _____ Year _____

Declaration : I confirm all information given in this form (together with supporting documents) are true.

Signature Of Applicant : _____

Date : _____

For Official Use :

Course Commencement Date : _____ Intake / Index No : _____

Registration/Materials fees : _____ Course Fees : _____

Payment by cheque or cash only.

All cheque payment are to be made payable to "Institute of Maritime & Business Management Pte Ltd."

Note: IMBM reserves the right to accept/reject an application according to the rules/policies of the School. These rules will be given to students upon registration.

For conditions of enrolment see overleaf.

A Terms & Conditions of Enrolment

- 1 The applicant must provide a recent photograph of him/herself and comply with all requirements of the Institute before being accepted for the courses.
 - 2 Course fees must be paid at least 3 weeks before commencement of course.
 - 3 Course fees are NOT REFUNDABLE on or after commencement of course. Please see "Refund Policy" below.
 - 4 All course fees (instalment) must be paid promptly - before commencement of the module or late payment will be levied.
 - 5 A student who has commenced the course can withdraw or terminate the course by giving written notice stating reasons for such withdrawal/termination . The Institute shall decide on the form of fees refund, if applicable, based on the merits of each case.
 - 6 Attendance for tutorials is important and a student must endeavor to be present for all tutorials. A student must attain **75% attendance** in order to sit for the examination.
 - 7 The Institute reserves the right to terminate a student, for poor attendance, non-compliance of school rules, improper behavior, failure to pay fees and breach of discipline. In such an event, the student may be given a chance to appeal the decision within 14 days.
 - 8 The Institute reserves the right to amend/revise/reschedule or postpone classes, revise course materials and assessment methods as and when necessary. Students will be informed of such changes when they occur.
 - 9 Students are advised to practice a proper dress decorum. It is also necessary to be punctual for the classes.
 - 10 For the comfort of all students, students must comply with the "NO SMOKING" and "NO LITTERING" sign at all times. Failure to adhere to this rule will render a student to immediate dismissal from class.
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B Fees Refund Policy

- 1 A student wishing to withdraw from the course **MUST** do so in writing to the Course Director, Institute of Maritime & Business Management, 14 days before the commencement of the course. Fees shall be refunded in the following scale :

	<u>Status</u>	<u>Refund Scale (%)</u>
a)	Withdrawal 14 days <i>before</i> commencement of course	70
b)	Withdrawal <i>less</i> than 14 days before commencement of course	40
c)	Withdrawal <i>on or after</i> commencement of course	0



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