2025 APPLICATION FORM

ID SIZE PHOTO

Please print clearly in the following sections.

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title: | First Name | Surname: |
| Mr/Ms/Miss/Mrs |  |  |
| Nationality: | Province: | District: |
|  |  |  |
| Gender: | Date of Birth: | Marital Status: |
| Male/Female |  |  |
| Religion: | Mobile Phone: | Work Phone: |
|  |  |  |
| Personal Address: | Emergency Contact:Name:Number: | Email Address: |

1. **ENROLMENT DETAILS (Choose your course of study, tick only one or two box (in the case of double course)**

**Certificate Course**

 Certificate 4 in Accounting Occupational Health & Safety Level 1, 2, 3 & 4

 Certificate 4 in Human Resource Management Tourism & Hospitality

 Certificate 4 in Business Management Ports & Shipping

 Certificate 4 in Banking & Finance Commercial Cookery

 Certificate 4 in Information Communication Technology - Programming

 Certificate 4 in Information Communication Technology - Networking

Fares & Ticketing Customs & Freight Forward Management

 Government Studies Sales & Marketing

 Logistics & Supply Chain Management Legal Systems & Paralegal Studies

**Diploma Course**

 Diploma in Accounting Diploma Occupational Health & Safety

 Diploma in Human Resource Management Diploma in Fares & Ticketing

 Diploma in Business Management Diploma in Government Studies

 Diploma in Banking & Finance Diploma in Tourism & Hospitality

 Diploma in Information Technology Diploma in Ports & Shipping

 Programming Diploma in Sales & Marketing

 Networking

 Diploma in Logistics & Supply Chain Management

 Diploma in Commercial Cookery

 Diploma in Customs & Freight Forward Management

` Diploma in Legal Systems & Paralegal Studies

**Certificate Course Fee: K6, 500** ***Compulsory Registration Fee: K2, 500***

**OH&S (level 1 – 4): K7, 500 *Compulsory Registration Fee: K3, 000***

**Diploma Course Fee: K13, 000** ***Compulsory Registration Fee: K3, 000***

***15% Discount for student taking the second course.***

***Registration Fee is inclusive of Resource Book.***

1. **QUALIFICATIONS (please attach your certificates, documents)**

|  |  |  |
| --- | --- | --- |
| Qualification (certificate, diploma, etc.) | Grade (12 or 10) | Name of School last attended |
|  |  |  |
|  |  |  |
|  |  |  |
| Other Qualification |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **EMPLOYMENT DETAILS**

Are you employed? Yes No If yes please complete the following:

|  |  |
| --- | --- |
| Organisation: |  |
| Supervisor Name: |  |
| Phone: |  |
| Email: |  |
| Postal Address: |  |

**HOW DID YOU KNOW ABOUT MAPEX TRAINING INSTITUTE?**

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper  |  | Mapex Marketing Team |  |
| TV Advertisement |  | Career Expo |  |
| Social Media |  | Mapex Website |  |
| Radio Broadcast |  | Other Means |  |

1. **PAYMENT DETAILS**

Tick (√) in the appropriate box and fill the sponsor name.

|  |  |  |  |
| --- | --- | --- | --- |
| Self : |  | Mapex Sponsor: |  |
| Corporate/Sponsor: |  | Sponsor Name: |  |
| Parents: |  | Phone: |  |
| Guardian: |  | Email: |  |

1. **CAMPUS OF STUDY**

Tick the appropriate MTI Campus box.

|  |  |  |  |
| --- | --- | --- | --- |
| Port Moresby |  | Buka |  |
| Lae |  | Kimbe |  |
| Goroka |  | Kiunga |  |
| Kokopo |  | Wewak |  |
| Alotau |  | Madang |  |
| Hagen |  | Wabag |  |

1. **REFUND POLICY**

Refunds of school fees from withdrawals, installments are NOT Allowed, except for overpayment of school fees.

1. **BANK DETAILS**

School fees must be paid into:

|  |  |
| --- | --- |
| BANK:  | Bank of South Pacific (BSP) |
| ACCOUNT #: | 7003240095 |
| ACCOUNT NAME:  | MAPEX TRAINING INSTITUTE |
| BRANCH:  | WAIGANI Drive |
| BSB #: | 8968 (*necessary for overseas transaction and internet banking*) |

No cash payments to any MTI campus/ officers.

1. **DECLARATION**

I hereby declare that the above information is true and correct in every form and I hope to perform to the best of my ability if accepted to study with Mapex Training Institute.

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Given-Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| ***For official use only:*** | ***Comment:*** |
| Received by: Name:Signature: |  |  |
| Reviewed Date: |  |  |
| Course:  |  |  |
| Application Status: |  |  |
| Date:  |  |  |
| Approved by: Registrar’s Signature |  |  |

