



[click button above to print form](#)

Application Checklist

- ☐ **Application.** Please use fillable PDF – type all information. Print and sign the document exactly as you have signed your passport.
- ☐ **Information waiver.** Please indicate all those who are allowed access to your admission and registration information. If you do not wish anyone to have access to your information, then leave information blank. Permission can be revoked by informing the International office in writing anytime.
- ☐ **Refund policy.** Read the entire document before signing.
- ☐ **Scan of passport + study permit (if applicable).** Please include the biographical information page of your passport that includes passport number, issuance and expiry dates, photo, name, date and place of your birth. If your signature is not on this page, please also scan the page where your signature is shown.

Transcripts. Original language and translated and notarized/certified copies if in a language other than English. Must have a minimum GPA **of 60% equivalent or greater.**

Proof of graduation. Original language and certified original copies if in a language other than English.

Proof of English, (IELTS or TOEFL) or proof of acceptance to a pathway partner, if applicable.

£150.00 application fee. Payment by credit card, on the last page of the application.

Check:

Student's email address and phone number is on the application?

Student's current home address is on the application?

Student has signed the application, the same way they have signed their passport?

Important submission process:

All documents should be sent to JIBC International office, Office 104,
ATTENTION: Admissions.

Mailing: JIBC International Admissions Office 104
28 Park Street Luton
Bedfordshire LU1 3FL
United Kingdom



JIBC Application for Admission Agreement

1 Duke Street Luton
Bedfordshire LU2 0HJ
United Kingdom

The following is legal and binding:



Check the box that applies:



I confirm that I have never applied for an online program at JIBC



I confirm I applied using all required documents as requested by the institution

I confirm that all information given towards this application are authentic

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- I confirm that it is at the sole discretion of JIBC to proceed with my application or refuse it. By submitting an application to JIBC, I understand these terms and agree to them. I understand if JIBC refuses to accept my application the decision is final.
- I confirm acceptance that this document is legal and binding and violation of any condition of this agreement will result in forfeiture of 50% of my tuition and fee deposit to JIBC. By signing the JIBC application form, I have agreed to these conditions.



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Have you ever applied to JIBC before?

YES

☐

NO

☐

Student ID:

Date Received

FULL LEGAL NAME - This must match your Passport

Surname / Last / Family Name

Former Surname

Applicant's Signature

Given First Name

Given Middle Name

Preferred First Name

CONTACT INFORMATION

Apt/Unit#

Mailing Address (*must be student's residential address*)

City/Municipality

Province / State

Postal Code

Country

Home Phone Number

E-mail Address (*your personal e-mail address - we use this for student service and other communication*)

Cell / Mobile Phone Number

PERSONAL AND CITIZENSHIP INFORMATION

Gender:

Male

☐

Female

☐

Date of Birth

_____/_____/_____
Day Month Year

☐☐

Country of Birth

Country of Citizenship

Native Language

PROGRAM CHOICE **Refer to www.jibc.co.uk/programs

**Be sure to apply to at least one Open Enrolment Program

Program Choice

Program Choice 2

Program Name

YEAR

☐ Winter (January) _____

YEAR

☐ Summer (May) _____

Program Name

YEAR

☐ Fall (September) _____

SECONDARY / HIGH SCHOOL

Have you graduated from High School?

Yes

☐

No

☐

If No, when will you graduate?

_____/_____
Month Year

PREVIOUS POST-SECONDARY EDUCATION

Institution Name: _____ Location: _____

Institution Name: _____ Location: _____



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EDUCATION CONSULTANT / AGENT CONTACT INFORMATION

Company Name _____ Phone Number _____
Contact Person's Name _____ E-mail Address _____

INFORMATION WAIVER

I hereby give permission for JIBC to disclose personal information pertinent to my admission and studies at JIBC to the following. I understand I can revoke this permission in writing at anytime.

Parent / Guardian / Other ☐ Name _____
Consulting Company ☐ Name _____
Partner School ☐ Name _____

Please allow the designated person/s access to the following information from:

_____ to _____
(day/month/year) (day/month/year)

Registration Information ☐ Admission Status ☐ Other ☐

JIBC collects personal information on students to fulfill its mandate in the educational process and in compliance with the Freedom of Information and Protection of Privacy Act. Personal Information is any information that enables identification of an individual such as name, address, telephone number of any identifying number or symbol assigned to you.

EMERGENCY CONTACT INFORMATION ** Student's immediate family only

Surname / Last / Family Name First / Given Name Relationship to Student Phone Number

DECLARATION OF APPLICANT

Have you ever been suspended / expelled from a post-secondary institution? YES ☐ NO ☐

Institution name: _____ Location: _____

1. I certify all statements on the application are true and complete. I understand that falsifying documents or information on this application will result in immediate permanent dismissal from the College. I understand information on falsified documents may lead to dismissal from the college
2. I agree to abide by the rules and regulations of the College as published in the online Calendar, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at the College.
3. The information on this form is collected under the authority of the College and Institute Act. I understand this information, along with subsequent information placed in my student record will be used for purposes of admission, registration, research, and alumni development. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information should be directed to the Registrar.
I have read and understand the above statements.

Date of Application

Credit Card Information for Application Fee Only

Visa or MasterCard Number Name on Card _____ / _____
Expiry Date



First Semester International Student Refund/Deferral Procedure

Tuition and fees for the first twelve (12) credits are non-refundable, subject to the exceptions below.

REFUND PROCEDURE:

- **Students would receive a full refund, less £250.00 administrative fee.**
 - a. Complete and sign the Refund Request Form obtained from JIBC, or through your Education Consultant (Agent)
 - b. Email the Admission Officer with the refund request, a copy of your rejection letter and a copy of your passport page which shows your signature

IMPORTANT: All documents must be typed and submitted in PDF format

- Once you have been issued a Letter of Acceptance (LOA) if you cancel your admission at least 5 business days before classes begin, you are eligible for a 50% refund of your tuition and fee deposit. If you inform the international office after the 5 business day deadline there is no refund.

If you cancel admission to JIBC due to exceptional circumstances, you may apply for a larger refund through a formal request (Petition): contact JIBC for more information

IMPORTANT: JIBC retains the right to determine what an exceptional circumstance is and what documentation is required to prove that an exceptional circumstance has occurred

DEFERRAL PROCEDURE:

1. **If you are unable to start the semester due to a delay in certain issues or an exceptional circumstance, with permission, you may apply to defer to the next semester one time only:**
 - a. Email the Admission Officer with your deferral request, including any documents which support your reason(s)

IMPORTANT: If after deferring you are unable to start classes the following semester, you must notify JIBC at least 5 business days before the semester begins to receive a 50% refund of your Tuition and Fee deposit

FRAUDULENT DOCUMENTS:

1. **Submission of fraudulent documents will result in a 50% penalty of your tuition and fee deposit.**

By signing this document you agree that all terms of the agreement are legal and binding, and agree to the College's decision and interpretation of these terms.

Name: _____ Student Number: _____
(Office use only)

Signature: _____ Date: _____

IMPORTANT: Your Tuition and Fee deposit only covers tuition and the fees charged by JIBC, it does not cover any other costs associated with purchase of materials for studies; text books.

Please retain a copy of this document for your reference