



CYBER TECH CAREER COLLEGE

No. 85 Collins Avenue - P.O.Box N-9170 - Nassau, Bahamas - PH: 322-4223

E-mail: admissions@cybertech242.com - Website: www.cybertech242.com

APPLICATION FOR ADMISSION

Thanks for your interest in Cyber Tech Career College. We are pleased that you have chosen us to further your career or career enhancement.

Please note our admissions process is as follows: All applications must be accompanied by a Non-Refundable, Non-Transferable Application Fee of \$50.00. Applications received after the registration deadline will be assessed a late Processing Fee of \$25.00. Tuition Fees must be deposited directly to Cyber Tech Career College's Bank Account. Please Collect Deposit Slips from Cyber Tech Career College Admissions Office. Tuition fees must be paid in full at least three weeks before class starts. Only the Registration Fee and any Late payment fees will be collected at Cyber Tech Career College Business Office. Over the Counter Cash Payment of Tuition Fees will not be accepted at Cyber Tech Career College's Business Office.

You are required to attend all classes as scheduled. Cyber Tech Career College is under no obligation to provide "make-up" classes under any circumstances, if you fail to attend as scheduled. Cyber Tech Career College reserves the rights to expel any student for misconduct or any other infractions the institution deems inappropriate. All fees paid will be forfeited. It is your responsibility to read the Students Policy & Procedures Handbook for your respective programme and abide by the rules, www.cybertech242.com.

Cyber Tech Career College reserves the right to cancel any class that is under subscribed. Tuition Fees will be fully refunded for the cancelled class only.

GENERAL ENTRY REQUIREMENTS

- Student must be 17 years of age before the start of the first trimester
- Students desirous of entering the Associates Degree Programme must be a high school graduate with a minimum of 3 BGCSE's with grades "C" or better in English Language and Mathematics and must have a cumulative GPA of 2.0
- All Applicants must have a High School Diploma or GED.
- If a student does not have the required BJC/BGCSE subjects or equivalent, they must take an Entrance Examination and enroll in our BJC/BGCSE/College Preparatory Classes.
- Medical Certificate from a qualified medical physician.
- Clean Police Record, no more than six months old
- Cyber Tech Career College Counselor interview.
- Two Character References from a non family member. Preferably from a current or past employer, high school teacher or pastor.

Mature Students

Applicants over the age of 20 who do not hold one of the recommended academic entry qualifications may also register for courses providing they have been in full time employment in their respective field of study for a minimum of 2 years and can produce a letter from their employer.

International Students

Cyber Tech Career College welcomes international students. All non Bahamians or Permanent residence must pay a Non Refundable, Non Transferrable Registration Fee of \$100.00. Student must comply with all laws outlined by The Bahamas Immigration Department for International Students.

Transfer Students

Cyber Tech Career College accepts students transferring from other institutions recognized and accredited by The National Accreditation and Equivalency of The Bahamas (NAECOB). Please consult our Admissions Counselor for the amount of transfer credits that will be accepted for each programme.

REQUIRED DOCUMENTS

All Applicants Are Required To Submit The Following Documents:

- Copy of the information page of a valid Bahamian Passport or Voters card.
- Copy of Permit or Receipt (Non-Bahamian) from the Department of Immigration
- Copy of National Insurance Card
- Copy of current Police Record, no more than six months old.
- Copy of High School Transcript (Must be sent directly from High School).
- Copies of Academic Qualifications -High School Diploma/GED, Certificates (BJC, BGCSE, SAT, ACT, CXC's AP, College Prep, Diplomas, Degrees).
- Cyber Tech Career College's signed Memorandum of Understanding
- Medical Certificate from a physician.
- Two Character References from a non family member
- 2 Color Passport Size Photos

Applications Should Be Completed and Submitted to The Admissions Office
Between The Hours of 10:00am - 7:00pm Monday thru Thursday

Cyber Tech Career College
No. 85 Collins Avenue
Opposite Centreville Primary School
P.O.Box N-9170
Nassau, Bahamas

PH: 322-4223
E-mail: admissions@cybertech242.com
Website: www.cybertech242.com
[Facebook.com/cybertech242](https://www.facebook.com/cybertech242)

Cyber Tech Career College Is Registered and Approved by
The National Accreditation and Equivalency Council of The Bahamas (NAECOB)

HAVE YOU EVER ATTENDED CYBER TECH CAREER COLLEGE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PLEASE INDICATE PREVIOUS AREA OF STUDY:	
DATE YOU LAST ATTENDED CTCC	AWARD(S) OBTAINED

PERSONAL INFORMATION

SEX: <input type="checkbox"/> Female <input type="checkbox"/> Male		MARITAL STATUS: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced		
LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
STREET ADDRESS:		P.O.BOX:	NIB NUMBER:	
E MAIL ADDRESS:		CELL PHONE:	HOME PHONE:	
ISLAND WHERE YOU CURRENTLY LIVE:	DATE OF BIRTH:	NATIONALITY:		
PLACE OF EMPLOYMENT: (IF APPLICABLE)	OCCUPATION:	WORK PHONE:		

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT:		RELATIONSHIP:		
E-MAIL ADDRESS:		CELL PHONE:	HOME PHONE:	
EMERGENCY CONTACT:		RELATIONSHIP:		
E-MAIL ADDRESS:		CELL PHONE:	HOME PHONE:	

EDUCATIONAL BACKGROUND

NAME OF JUNIOR AND/OR SENIOR HIGH SCHOOL	LOCATION	DATE ATTENDED		CERTIFICATES EARNED	LIST ALL SUBJECTS PASSED WITH "C" OR BETTER
		FROM	TO		

POST SECONDARY QUALIFICATIONS

NAME OF INSTITUTION	Location	DATE ATTENDED		HIGHEST QUALIFICATION RECEIVED
		FROM	TO	

ENROLLMENT INFORMATION

HOW DID YOU HEAR ABOUT CYBER TECH CAREER COLLEGE?

- | | | | |
|--|---|---|------------------------------------|
| <input type="checkbox"/> NEWSPAPER AD | <input type="checkbox"/> RADIO | <input type="checkbox"/> TV COMMERCIAL | <input type="checkbox"/> FACEBOOK |
| <input type="checkbox"/> GUIDANCE COUNSELLOR | <input type="checkbox"/> GRAD NIGHT/CAREER FAIR | <input type="checkbox"/> RECEIVED FLYER | <input type="checkbox"/> INSTAGRAM |
| <input type="checkbox"/> A FRIEND | <input type="checkbox"/> ROAD SIDE SIGN | <input type="checkbox"/> WEBSITE | <input type="checkbox"/> TWITTER |

I AM ENROLLING FOR THE:

FALL SEMESTER 20_____ WINTER SEMESTER 20_____ SPRING SEMESTER 20_____ SUMMER SEMESTER 20_____

I AM APPLYING AS A:

- NEW STUDENT RE-ADMITTED STUDENT TRANSFER STUDENT

INTENDED MAJOR AREA OF STUDY/COURSE:

- DIPLOMA CERTIFICATION ASSOCIATES DEGREE

SPONSORSHIP / SCHOLARSHIP / BURSARY DETAILS

ARE YOU APPLYING TO CTCC ON A SPONSORSHIP, SCHOLARSHIP OR BURSARY GRANT? YES NO

IF YES, PLEASE PROVIDE THE NAME AND CONTACT DETAILS OF SPONSOR/SCHOLARSHIP/BURSARY:

NAME OF SPONSOR, SCHOLARSHIP, BURSARY

CONTACT PERSON:

PHONE CONTACT:

P.O.BOX:

E-MAIL ADDRESS:

WEBSITE: (IF APPLICABLE)

TUITION REFUND SCHEDULE

More Than Three Weeks Before Class Starts -----	100%
Within Three Weeks Before Class Starts -----	80%
During The First Week Of Class -----	40%
During The Second Week Of Class -----	20%
After The Second Week Of Class -----	0%

Please Note: Tuition Refund is calculated based on the total cost of the class and the refund policy is guided based on the initial start date of the class.

PAYMENT OPTIONS: [] Payment In Full [] Payment Plan

TUITION FEE SCHEDULE

APPLICATION FEE (NON-REFUNDABLE)	
TUITION FEE (FIRST SEMESTER)	
PROCESSING FEE (PAYMENT PLAN)	
TOTAL AMOUNT DUE	

INSURANCE DISCLAIMER

In consideration of my participation at Cyber Tech Career College, I the above named student agree and acknowledge that all accidental liability claims against this institution, its owner, management and staff will be limited to the coverage provided by the Insurer.

TERMS AND CONDITIONS OF ADMISSION

- A copy of the Cyber Tech Career College Student Code of Conduct has been posted on our website at www.cybertech242.com. Students are expected to read and abide by all rules and regulations of Cyber Tech Career College including policies on the use of campus facilities.
- Cyber Tech Career College reserves the right to review and amend the rules and regulations (including policies) at anytime.
- Fees payable are shown in the programme fee structure. Please note that Cyber Tech Career College reserves the rights to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semesters/trimester (except the total tuition fee payable).
- Fees must be paid in advance and are due in full at least three weeks before the start of each semester/trimester. Failure to pay fees on time may result in late payment charges added to your account.

DECLARATION OF APPLICANT

I hereby declare that all information provided by me on this Application Form, including the information given in all supporting documents submitted with this form, is complete and accurate. I also accept that Cyber Tech Career College reserves the right to vary or reverse any decision regarding admission and enrollment made on the basis of non-attainment of minimum entry requirements, incomplete or inaccurate information. I also agree to abide by the rules and regulations of the College.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

FOR OFFICIAL USE ONLY

ATTACH
STUDENT'S PHOTO
HERE