

PHOTO PASSPORT SIZE

COSMOPOLITAN COLLEGE OF COMMERCE & TECHNOLOGY

Unit 3 to 8, Jaya Setia Square, Simpang 13, Kampong Jaya Setia, Jalan Berakas, B.S.B. BB2713, Brunei Darussalam

Tel No: 673 2651244 / 45/ 46 HP: 8721244 Fax No: 673 2650909

Email: [info@ccct.edu.bn](mailto:info@ccct.edu.bn), Website: [www.ccct.edu.bn](http://www.ccct.edu.bn)

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| INTAKE: |
| FULL TIME PART TIME |

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| --- | --- |
| **PEARSON – BTEC CREATIVE MEDIA PROGRAMMES** | |
| LEVEL 1 INTRODUCTORY DIPLOMA IN DIGITAL MEDIA  LEVEL 2 INTERNATIONAL CERTIFICATE IN CREATIVE MEDIA PRODUCTION  LEVEL 3 DIPLOMA IN CREATIVE MEDIA PRODUCTION  LEVEL 5 HND IN CREATIVE MEDIA PRODUCTION | |
| **PEARSON – BTEC BUSINESS AND IT PROGRAMMES** | |
| **BUSINESS:**  LEVEL 1 INTRODUCTORY DIPLOMA IN BUSINESS  LEVEL 2 CERTIFICATE IN BUSINESS  LEVEL 3 DIPLOMA IN BUSINESS  LEVEL 5 HND IN BUSINESS | **IT:**  LEVEL 1 INTRODUCTORY DIPLOMA IN INFORMATION TECHNOLOGY  LEVEL 2 CERTIFICATE IN INFORMATION TECHNOLOGY  LEVEL 3 DIPLOMA IN INFORMATION TECHNOLOGY  LEVEL 5 HND DIPLOMA IN COMPUTING |
| **PEARSON BTEC - RETAILERS** | **PEARSON BTEC - ENTERPRISE & ENTREPRENEURSHIP** |
| LEVEL 2 CERTIFICATE FOR RETAILERS | LEVEL 3 DIPLOMA IN ENTERPRISE & ENTREPRENEURSHIP |

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| **APPLICANT’S INFORMATION** | | | | | |
| **FULL NAME:** |  | | | | |
| **ADDRESS:** |  | | | | |
| **NATIONALITY:** |  | **GENDER:** |  | **CONTACT NO:** |  |
| **IC NO:** |  | **D.O.B:** |  | | |
| **EMAIL:** |  | **M. STATUS:** |  | **RELIGION:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PARENT’S INFORMATION** | | | |
| **RELATIONSHIP** | **NAME** | **PLACE OF WORK** | **CONTACT NO** |
| **FATHER** |  |  |  |
| **MOTHER** |  |  |  |
| **GUARDIAN** |  |  |  |

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| --- | --- | --- | --- |
| **PARENT ‘S DETAILS APPLYING UNDER EDUCATIONAL ALLOWANCE** | | | |
| **NAME:** |  | | |
| **COMPANY NAME:** |  | | |
| **EMAIL ADDRESS:** |  | | |
| **CONTACT NO:** |  | **IC NO:** |  |

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| **ACADEMIC QUALIFICATIONS** | | | | |
| **NAME OF INSTITUTION** | **MONTH** | **YEAR** | **CERTIFICATE/ QUALIFICATIONS** | **‘O’ LEVEL (NO. OF CREDIT/ PASSES)** |
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| **FINANCIAL SUPPORT** | | |
| **SELF-SUPPORTING** | **BANK LOAN** | **COSMO SCHOLARSHIP** |
| **EDUCATIONAL ALLOWANCE** | **SPONSORED BY EMPLOYER** | **BPTV SCHOLARSHIP** |

**Please tell us how you heard about the college: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**TERMS AND CONDITIONS:**

1. All applications will be forwarded to the relevant authorities of the Ministry of Education and their decision is final. However, students may appeal at his or her own discretion.
2. **College Academic Policy**: Please refer to the student handbook.
3. **College Payment Policy:** Registration fee should be paid upon acceptance and registration. Periodic fees may depend on the payment scheme chosen by the students, in any way possible, students must pay their fees directly to the college Payments from agents and consultants are discouraged.
4. **Cancellation Refund Policy:** All fees (Registration and Course Fees) are **NON - REFUNDABLE** under any circumstances.
5. **Attendance Regulation:** Students must attend a minimum of 85% of classes to be eligible for the certificate/diploma.
6. **COSMO Scholarship**: Awarding of the COSMO Scholarship will depend on the sole discretion of the management of COSMO**.** Student applications for study (of the relevant programme) should be approved by the relevant authorities of the Ministry of Education for the students to be eligible for consideration for the scholarship**.**

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| **DISCLAIMER AND SIGNATURE** |

**I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, IC NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that I fully understand the terms and conditions set by COSMO. I am satisfied with the detailed information stated in this form and from the COSMO staff. I understand that the guidance and recommendation given to me were in the best of my interest.**

**I am aware of the entry requirements, duration, choice of pathway, accreditation levels and the availabilities of various courses.**

**I have chosen this course at my own discretion, and I will be accountable and responsible for my selection.**

**I certify that all information in this application and accompanying documents are accurate and legitimate.**

**Confirmed & Accepted by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Signature Parent’s Signature Date**

**STUDENT FILE CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TO BE SUBMITTED IN 3 SETS**  **EXCEPT FOR ADMISSION FORM** | | | **REMARKS** | **RECEIVED / CHECKED BY** | **DATE** |
| **1** | COMPLETED ADMISSION FORM | |  |  |  |
| **2** | RECENT COLOURED PHOTO (PASSPORT SIZE) | | **3** |  |  |
| **3** | IC / PASSPORT COPY | | **3** |  |  |
| **4** | BIRTH CERTIFICATE | | **2** |  |  |
| **5** | ‘O’ LEVEL CERTIFICATES | | **3** |  |  |
| **6** | ‘A’ LEVEL CERTIFICATES | |  |  |  |
| **7** | BDTVEC PND CERTIFICATES | |  |  |  |
| **8** | BDTVEC ND CERTIFICATES | |  |  |  |
| **9** | NTC II CERTIFICATES | |  |  |  |
| **10** | OTHER CERTIFICATES (PLEASE SPECIFY) | |  |  |  |
| **11** | CURRICULUM VITAE | |  |  |  |
| **12** | PERSONAL STATEMENT | |  |  |  |
| **13** | EMPLOYMENT CERTIFICATE | |  |  |  |
| **14** | RECOMMENDATION LETTER | |  |  |  |
| **15** | JOB DESCRIPTION | |  |  |  |
| **FOR OFFICIAL USE ONLY** | | | | | |
| **CHECKED BY** | |  | | | |
| **BDNAC** | |  | | | |
| **REFERENCE OF APPROVAL LETTER** | |
| **STUDENT ID** | |  | | | |
| **VERIFIED BY** | |  | | | |