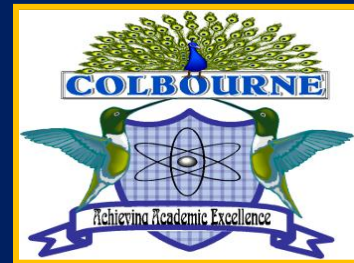


# Colbourne College

- Continuing Education Department
- University College Department



## APPLICATION GUIDE 2012-2013



UK UNIVERSITY HONOURS BACHELORS AND MASTERS DEGREE PATHWAY  
With the UK HIGHER NATIONAL DIPLOMAS (HND LEVEL 5-7 QUALIFICATIONS)  
HNDs are Accredited by the UK Office of Qualifications and Examinations  
Regulation ([www.ofqual.gov.uk](http://www.ofqual.gov.uk)).

- COLBOURNE partners with Joint Board at UWI to offer Certified Teacher's Diploma.



## FULL UK UNIVERSITY MBA & BSc Degree Pathway

### STUDY IN JAMAICA OR THE UK

Study on-campus in Jamaica for the UK Higher National Diploma and complete a UK University Honors Degree in Jamaica or on-campus in England at one of the 30 Articulating HND Universities.

*The UK Higher National Diploma is accredited by the UK Government's Office of Examinations and Qualifications Regulation (Ofqual)*

## WORK STUDY USA

COLBOURNE STUDENTS  
BENEFIT FROM THE USA J1  
WORK-STUDY VISA  
PROVIDING PAID WORK  
EXPERIENCE IN THE UNITED  
STATES FOR FOUR (4) MONTHS  
IN EVERY YEAR OF STUDY  
(MAY – SEPTEMBER) AND 12  
FULL MONTHS UPON

## ABOUT COLBOURNE COLLEGE

**Institution History.** Colbourne College was founded in 1996. A Tertiary Institution duly Registered by the University Council of Jamaica and the Ministry of Education, Colbourne College provides the Pathway to Quality, Accredited and Affordable UK Diplomas and Degrees. Colbourne Team has over 14 years of experience in Education, preparing students for the University of Cambridge International Programmes and other professional level and undergraduate qualifications.

### ALL PROGRAMMES AT COLBOURNE COLLEGE ARE ACCREDITED;

Since 2003 Colbourne College has successfully prepared over 4500 students for the **University of Cambridge International (CIE)** Exams in the areas of Business and Travel and Tourism Management. The University of Cambridge International Examinations is a department of the prestigious University of Cambridge, England.

Colbourne College offers Teachers Diploma **accredited by JBTE at the University of the West Indies (JBTE at UWI).**

Colbourne College offers the UK Higher National Diplomas (HND L5 and L7). These are Bachelors (HND L5) and Masters (HND L7) Qualifications **accredited by the UK government through the Office of Qualification and Examination Regulations ([www.ofqual.uk.gov](http://www.ofqual.uk.gov)).**

The Higher National Diploma Level 5 qualification is equivalent to year two of the three years UK Bachelors (Honours) Degrees. Students with the L5 Diploma will complete one more year for the Bachelor Degree.

- **BTEC Level 5 Diploma in Management and Leadership**
- **NCC Level 5 Diploma in Business**

The Higher National Diploma Level 7 qualification is a Masters Diploma leading to UK University MBA and MSC Degrees. Students with this Diploma will complete online one module and the dissertation for the University of Wales Master of Business Administration degree in partnership with RDI.

- **Level 7 Diploma in Strategic Management and Leadership**

Edexcel BTEC is part of Pearson, and the UK's largest awarding body with over one million registrations across 45 countries. Edexcel was formed in 1996 by the merger of the Business & Technology Education Council (BTEC), the country's leading provider of vocational qualifications, and the University of London

## UK UNIVERSITY HONOURS BACHELOR'S DEGREE PATHWAY

Earn the **UK Higher National Diploma (HND)**. Upgrade the Diploma to a **UK University Degree in JUST ONE MORE YEAR.**

- Regular Entry: 5 CXC Subjects incl. Mathematics and English.
- Pre-matriculation Entry: 3 CXC/GCE Subjects (with entrance testing).  
Pre-matriculation students must fully matriculate prior to final semester.  
(Initial 60 Credits is the Associate Level of the program leading to the BSC Degree);

### **BUSINESS ADMINISTRATION with one specialization below;**

Airline, Travel and Tourism Management  
(includes Travel, Tourism, Flight Attendant and Aviation Units)

Computing (Computer Programming and Systems)

Accounting

Economics

Law

Psychology

## CONTINUING EDUCATION PROGRAMME

- No CXC Subjects are required to start.

### **GET 4 CXC/GCE CLASSES AND 2 GCE A'LEVEL SUBJECTS FREE**

#### **University of Cambridge International Examinations with our in-house specialism in;**

Business Studies and Travel and Tourism  
(with Airline Travel, Flight Attendant & Aviation Units of Study)

Business Studies and Computing (System and Development)

Business Studies and Accounting

Business Studies and Law

Business Studies and Psychology

Business Studies and Economics

## UK UNIVERSITY MBA PATHWAY

### **UK Post Graduate Diploma (PgD) to MBA**

Accredited by the UK Office of Qualifications and Examinations Regulation

The Post Graduate Diploma (PgD) in Strategic Management and Leadership comprises of 11 study modules. The PgD is the UK Higher National Diploma (HND Level 7) and a Masters Diploma. Holders of the qualification will complete just one more study module and a dissertation for a leading UK University MBA Degree (see University of Wales MBA and Anglia Ruskin University at RDI).

Complete both the Masters Diploma and MBA in just 18 months. *Face to face delivery or Distant Learning for the L7 Diploma. Complete only two more modules after the L7 Diploma the research module and dissertation through RDI online for a prestigious UK University MBA.*

- Regular Entry Requirement is a Bachelor's Degree.
- Provisional Admission may be granted to Applicants without the degree but are at least 25 years old with minimum 8-10 years valid, pertinent and well documented Senior managerial experience. This method of assessment for mature students is internationally recognised as 'Recognition of Prior Learning'(RPL).



## **WORK AND TRAVEL-USA**

I am Shareen Stewart a 3<sup>rd</sup> year student at Colbourne College. Colbourne provides the opportunity to study fulltime in Jamaica or the UK and work in the United States every summer during class. I look forward to completing my UK Honours Degree. I am undecided at this point if I will complete the final year for the degree in Jamaica, or on campus at the Articulating University in the UK, but I'm sure happy that Colbourne has alternatives for my academic progression so I will be keeping my options wide open. Colbourne College provides practical business skills alongside great vocational career choices. The benefits for students are exceptional – excellent lecturers with doctorate and masters' degrees; full access to personal laptops; physical and online library access; access to lecturers' notes for classes; globally recognized and accredited UK degrees and diplomas; affordable tuition with flexible payment terms; and of course what I have benefitted from for three straight summers - paid work experiences in the United States. I am a satisfied and proud Colbournite and I definitely recommend Colbourne College as the first choice for your Degree or Diploma.



# Continuing Education/Pre University Programme

University of Cambridge International Examinations

**No CXC Subjects are required to enter. Program includes 4 CXC SUBJECT CLASSES.**

TAKE ANY (4) CXC/GCE O' LEVEL <u>YEAR ONE</u>	TAKE (2) GCE A' LEVEL <u>YEAR ONE</u>
<ul style="list-style-type: none"> <li>• CXC English Language</li> <li>• GCE Business Accounting</li> <li>• GCE Computing</li> <li>• GCE Business Studies /CXC P.O.B.</li> <li>• GCE Travel and Tourism</li> <li>• CXC Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business Studies (Compulsory)</li> <li>• Computing</li> <li>• Economics</li> <li>• English Language</li> <li>• Law</li> <li>• Psychology</li> <li>• Travel and Tourism</li> </ul>

## One (1) Year Pre University Program

**Earn a Diploma, 2 A' levels and 4 CXC/GCE in our 1 year program to qualify to enter the University of the West Indies.**

Business Studies and Travel and Tourism  
(with Airline and Flight Attendant Training)

Business Studies and Accounting

Business Studies and Economics

Business Studies and English Language

Business Studies and Law

Business Studies and Psychology

Business Studies and Computing



**DURATION:** One (1) Year

**COST:** \$30,000 TERM/\$90,000 YEAR (Business with Travel & Tourism, Accounting, & Economics)  
\$35,000 TERM/\$105,000 YEAR (Business with Computing, Law, Psychology)

**Successful Exit Award upon completing the continuing education programme:**

1. Colbourne College Diploma: Diploma of Completion in (the Area of Specialism)
2. Four (4) CXC/GCE O Level Subjects
3. Two GCE A or AS Level Subjects (University of Cambridge International Examination, England)

**The University of Cambridge International Examination is a department of the  
Prestigious University of Cambridge, England**

# BACHELOR'S DEGREE PATHWAY

Associate Degree in Business Administration and the UK Higher National Diploma (L5)

## GENERAL EDUCATION REQUIREMENTS

### YEAR ONE: Specialism (Choose TWO Specialisms below - Business Studies is mandatory).

Earn 2 GCE The Specialisms are Certified and Awarded directly by the University of Cambridge International Examination, a department of the Prestigious University of Cambridge, England - for the **two (2) GCE A Levels**. **The University of the West Indies accepts 2 GCE A Level for matriculation for the three year Bachelor's Degree.**

#### Travel and Tourism (15 Credits)

- TTM 100 Travel, Tourism and Hospitality Sectors (3)
- TTM 103 Tour Operations Management (3)
- TTM 106 Airline, Airport and In-Flight Operations (3)
- TTM 115 Planning Tourism Events (1.5)
- TTM 116 International Business and Leisure Travel Services (3)

#### Business Studies (15 Credits)

- BA 101 Business Organisation and Environment (3)
- BA 103 Principles of Management (3)
- BA 203 Introduction to Human Resources Management (3)
- BA 205 Principles of Marketing (3)
- BA 210 Effective Business Communication (3)

#### Computing (15 Credits)

- IT 104 Computer Systems, Communication and Software(3)
- IT 105 Practical Programming Techniques (3)
- IT 205 Systems Software Mechanisms and Machine Architecture (3)
- IT 206 Database Theory, Programming Paradigm, and Integrated Information Systems (3)
- IT 303 Advanced Computing (3)

#### Fashion Design and Textile (15 Credits)

- FDT 101 Fibres, Fabrics and Design (3)
- FDT 102-103 Textile Applications and Textile Technology 1-11 (3-3)
- FDT 201 Intermediate Design and Textiles (3)
- FDT 104 Advanced Design and Textiles (3)

#### Accounting (15 Credits)

- ACC 100 The Accounting System (3)
- ACC 104 Financial Accounting 11 (3)
- ACC 201 Financial Reporting and Interpretation (3)
- ACC 203 Elements of Managerial Accounting (3)
- ACC 202 Advanced Accounting (3)

#### Law (15 Credits)

- LAW 102 Law Structure and Operation of the English Legal System
- LAW 103 Law of Contract
- LAW 104 Law of Tort
- LAW 201 Intermediate Law
- LAW 203 Advanced Law

#### Economics (15 Credits)

- EC 101 Economics AS
- EC 102 Principles of Micro Economics
- EC 103 Principles of Macro Economics
- EC 203 Intermediate Economics
- EC 301 Advanced Economics

#### Psychology (15 Credits)

- PSY 102 Approaches, Perspectives and Issues 1
- PSY 103 Approaches, Perspectives and Issues 11
- PSY 104 Approaches, Perspectives and Issues 111
- PSY 201 Intermediate Topics
- PSY 203 Advanced Topics

### Year 2: Choose One Diploma Area Below – Business or Management and Leadership

UK Higher National Diplomas (level 5) are equivalent to year 1 and 2 of the UK three years Bachelor's Degree and are accredited by the UK Government through the Office of Qualifications and Examinations Regulators (OFqual).

#### Diploma in Business

Accreditation Number: 100/6397/3

Accreditation Validation: [www.ofqual.gov](http://www.ofqual.gov)

##### Core Courses (19 Credits)

- ACC 101 Principles of Accounting 1: Financial (4)
- ACC 301 Financial Management (3)
- BA 209 Legal and Ethical Framework of Business (3)
- BA 304 Understanding Consumer Behaviour (3)
- BA 305 Principles of Business Operations (3)
- EC 202 Business Economics (3)

##### General Study (16 Credits)

- ENG 101 English Composition 1 (3)
- EC 100 Foundations of Economics (4)
- IT 206 Technology and Organisation (3)
- EC 201 Statistics for Economics and Business (3)
- MATH 201 College Algebra (3)
- MATH 205 Advanced Business Mathematics (3)

#### Diploma in Management and Leadership

Accreditation Number: 501/0998/4

Accreditation Validation: [www.ofqual.gov](http://www.ofqual.gov)

##### Core Courses (19 Credits)

- ACC 101 Principles of Accounting 1: Financial (4)
- ACC 301 Financial Management (3)
- BA 209 Legal and Ethical Framework of Business (3)
- BA 301 Principles of Management and Leadership (3)
- BA 309 Management Activities (3)
- BA 302 Marketing & Customer Relationship Man. Principles (3)

##### General Study Courses (16 CREDITS)

- ENG 101 English Composition 1 (3)
- EC 100 Foundations of Economics (4)
- IT 206 Technology and Organisation (3)
- EC 201 Statistics for Economics and Business (3)
- MATH 201 College Algebra (3)
- MATH 205 Advanced Business Mathematics (3)

- NCC L5 Diploma in Business = **65 Credits** covered in **3 Years**
- BTEC L5 Diploma in Strategic Management and Leadership = **65 Credits** covered in **2 or 2 ½ Years**
  - Students taking Economics must take Calculus. Cost not included in tuition.
  - All Students are encouraged to take the Exams for two (2) GCE A' Level and all required CXC's. Cost not included in the Tuition or the HND Exam fees.

# UNDERGRADUATE DIPLOMA AND DEGREE

Complete a Bachelor's Degree from Anglia Ruskin University in England in just ONE MORE YEAR through RDI online or on campus in the UK

## FEEDBACK QUESTION

### **PARTICIPATE IN OUR ONLINE STUDENT AND MARKET SURVEY**

Colbourne College met with the University of the West Indies on July 24, 2012 to discuss a 2+2 Agreement that will enable Colbourne students to do 2 years here for the Associate Degree/UK Higher National Diploma (L5) and then to transfer into second (2<sup>nd</sup>) year of the 3 year UWI Bachelor's Degree.

\* This agreement is not yet in place but is developing.

1. Would you prefer to complete the final year(s) for the International Bachelor's Degree from Anglia Ruskin University or at UWI, Mona?
2. What is the primary factors influencing your choice?

**PLEASE RESPOND ONLINE AT**  
**[www.colbournecollege.com](http://www.colbournecollege.com)**



## YOU CAN HAVE IT ALL AT COLBOURNE COLLEGE

**FUN!**

**TRAVEL!**

**WORK EXPERIENCE!**

**INTERNSHIP!**

**PRE UNIVERSITY!**

**ACCREDITED DEGREES AND DIPLOMAS!**



# MASTER OF BUSINESS ADMINISTRATION (MBA)

Students studying at Colbourne College for the Post Graduate in Strategic Management and Leadership receive the certification directly from BTEC and Anglia Ruskin University, England. The Master's Diploma is taught face to face at Colbourne College, while the two remaining modules for the MBA is delivered online by RDI for ARU MBA.

MINIMUM OF 8 YEARS VALID SENIOR MANAGEMENT EXPERIENCE. <b>BTEC Level 7 Units</b>	<b>UNIT INDEX/ #</b>	<b>CREDIT HOURS</b>
Developing Strategic Management and Leadership Skills	1	30
Professional Development for Strategic Managers	2	10
Strategic Change Management	3	30
Creative and Innovative Management	6	30
Strategic Marketing Management	7	30
Corporate Communication Strategies	8	30
Strategic Human Resource Management	10	30
Strategic Quality and Systems Management	11	30
Strategic Planning	12	45
Managing Financial Principles and Techniques	13	45
Project Development and Implementation for Strategic Managers	17	60
<b>TOTAL CREDIT HOURS REQUIRED</b>		<b>370</b>

## **PgD: Study Twelve (12) Months for the Post Graduate Diploma at Colbourne**

### **BTEC Level 7 Extended Diploma in Strategic Management and Leadership**

BTEC is a UK Professional Diploma *accredited by the UK Government's Qualification and Curriculum Authority (QCA)*, accreditation verification number 501/0998/4, the award is listed at <http://www.ofqual.gov.uk>

## **MBA: Study Six (6) Months online with RDI for the MBA**

University of Wales MBA or Anglia Ruskin University MBA

### **MINIMUM ENTRY REQUIREMENT:**

- BACHELOR'S DEGREE **OR** 8 YEARS VALID SENIOR MANAGER WORK EXPERIENCE **OR**
- BTEC LEVEL 5 DIPLOMA IN MANAGEMENT AND LEADERSHIP **WITH MINIMUM 5 years of Work Experience**

### **TOTAL TUITION FOR DIPLOMA AND MBA**

**Total Duration:** 18 Months

**Total Cost:** US\$ 7,920.00

### **PAYMENT PLAN**

#### **STEP 4: BTEC Extended Diploma in Management and Leadership**

Tuition for the 11 Courses: **USD\$4,422** (Includes Tuition and External Examination Fees)

1st Payment: **\$804**

Pay Per Course: **\$350**

#### **STEP 5: ARU Master of Business Administration (MBA)**

Tuition for the 2 Modules: RDI Tuition for the Research Methods Module and Dissertation: USD\$3,498

Research Module: **USD 956.25**

30,000 words Dissertation: **USD2, 541.00**

*Source: rdi.com*

(Tuition quoted includes 15% transfer discount for Colbourne Students).

**MBA level of the program will be delivered 100% online by RDI through articulation with the University.**

Students with BTEC Strategic Management and Leadership Masters Diploma will be streamlined with 120 advanced graduate credits into the MBA to complete the Research Methods module and Dissertation through RDI. The MBA is awarded directly and validated by the University upon successful acceptance and completion. **Registration and Examination Fees are non transferrable and non refundable and are paid upon enrolment**



## ➤ **ANGLIA RUSKIN UNIVERSITY**

Anglia Ruskin University is one of the largest Universities in the East of England with a student population of over 30,000. Nine of its programs - were rated 'Excellent' by the Sunday Times University Guide 2008. The University has two main campuses at Cambridge and Chelmsford in England. Anglia Ruskin Degrees meet UK and international degree awarding requirements, so that on completion successful students will graduate with:

- A UK degree from Anglia Ruskin University
- A Global qualification recognized worldwide, enabling you to compete in an increasingly competitive Market
- An enhanced resume/cv and the ability to attract better salary over your lifetime

Anglia Ruskin University boasts the highest employability rates in the higher education sector; 91% of its graduates go into work or further study.

## ➤ **Edexcel BTEC**

Edexcel BTEC is part of Pearson, and the UK's largest awarding body with over one million registrations across 45 countries. Edexcel was formed in 1996 by the merger of the Business & Technology Education Council (BTEC), the country's leading provider of vocational qualifications, and the University of London Examinations & Assessment Council (ULEAC). BTEC is accepted by all universities in the UK for admission to Bachelors and Master's Degree Program.

### **How to Apply for the BTEC level 5 and level 7 Diplomas:**

In addition to a completed application form you will need to submit;

- 1. Copies of your relevant certificates and/or transcripts.**
- 2. Completed mature students document.**
- 3. Suitable work references documenting the required years of experience.**
- 4. Copy of you CV detailing your work history (covering the last five years).**

**What You Could Study Next :** Successful completion of the MBA programme will allow you entry to: **University of Wales Doctor of Business Administration (DBA) through RDI online.**



## International Accreditations and Articulations

The UK Level 5 Higher National Diploma, a qualification equivalent to year two of the three years UK Bachelors (Honours) Degrees currently offered at the college. The Diploma is accredited by the UK Government's Office of regulator of qualifications, examinations and assessments in England (OFQUAL).

BTEC Level 5 qualifications are designed for streamlined progression to Final Year of the Bachelors (Honours) Degree in Business Administration or Management, the UK Level 5 and 7 Diplomas have current articulations with over 30 Leading Universities. Edexcel has received confirmation from over the following universities in the United Kingdom that they recognise Edexcel BTEC Higher National Diplomas gained outside the UK and will welcome applications from students with such qualifications:

• Anglia Ruskin University	• St Patrick's International College
• University of Bedfordshire	• Staffordshire University
• The University of Bolton	• University of Surrey
• Bradford College (University Centre)	• Swansea Metropolitan University
• Bradford University	• University of Teesside
• University of Brighton	• University of Ulster
• Buckinghamshire Chilterns University College	• University of Westminster
• Canterbury Christ Church University	• University of the West of England, Bristol
• University of Kent	• University of Wolverhampton
• University of Central Lancashire	• University of Worcester
• London Metropolitan University	• Liverpool John Moores University
• De Montfort University	• St Patrick's International College
• University of Glamorgan	• Staffordshire University
• University of Gloucestershire	• University of Surrey
• University of Greenwich	• Swansea Metropolitan University
• Harper Adams University College	
• University of Huddersfield	
• The University of Lincoln	
• London Metropolitan University	
• London South Bank University	
• Manchester Metropolitan University	
• Nottingham University	
• Oxford Brookes University	
• University of Plymouth	
• University of Portsmouth	
• Queens University Belfast	
• University of Wales, Newport	
• University of Wales Institute	

Select from over 43 affordable **UK UNIVERSITIES TO COMPLETE FINAL YEAR FOR THE BACHELOR'S DEGREE**. Study in Jamaica for the final year or 100% online through RDI. Option is also available for you to transfer to final year on campus in the UK at one of the UK HND Articulating University.

# JOINT BOARD OF TEACHERS EDUCATION AT UWI

## ACCREDITED TEACHER TRAINING AT COLBOURNE COLLEGE

### **BECOME A CERTIFIED GRADUATE TEACHER WHEN YOU EARN THE JBTE AT UWI DIPLOMA IN TEACHING**

#### **JBTE at UWI Teachers' Post Graduate Diploma (Secondary Business Studies)**

<b>TEACHER SPECIALISM FOR GRADUATES ONLY</b>		
<b>JBTE COURSE TITLES</b>	<b>CREDITS</b>	<b>SCHEDULE</b>
The Emergent Teacher	2	SEMESTER 1
Foundations of Literacy Development	3	SEMESTER 1
The Teacher, the School and Society	2	SEMESTER 1
Technology in Education 1	2	SEMESTER 2
Technology in Education 11	3	SEMESTER 2
Understanding the Learner	4	SEMESTER 2
Principles of Teaching and Learning	4	SEMESTER 2
Business Methods 1	2-2	SEMESTER 3
Business Methods 11	3	SEMESTER 3
Classroom Assessment	3	SEMESTER 3
Content Area Literacy	3	SEMESTER 3
<b>TOTAL CREDITS REQUIRED</b>	<b>33</b>	

#### **Additional Information:**

Admission Requirement for the JTBE at UWI Diploma is An Associate or Bachelors Degree.

Applicants with Bachelors or Associate Degrees in Business or a related Business Degree may apply directly for the Teaching Diploma.

#### **Duration:**

Graduate Students will take 3 semesters to complete the Teacher's Diploma

#### **Cost:**

\$65, 000 per semester. Total of 3 semesters in 1 or 1 ½ yrs.

- Registration and Teaching Practice Fee is \$35, 000 (not included in tuition)

The programme while administrated by Colbourne is managed by Joint Board of Teachers Education at the University of the West Indies. Colbourne grants students provisional acceptance only to the Teaching Diploma.  
Joint Board reserves the right to accept or deny the students upon receipt of the Transcript.

**An application fee of J\$3000.00 (non-refundable) must accompany this form. Please type or print neatly.**

APPLICANT INFORMATION		Student Receipt Number:	
CAMPUS:	DATE OF APPLICATION:	ID TYPE AND NUMBER:	STAFF REP:
STUDENT SURNAME:	STUDENT FIRST NAME:	STUDENT MIDDLE NAME:	STUDENT PET NAME:
DISTRICT:	CITY/PARISH:	COUNTRY	ZIP/POSTAL CODE:
BUSINESS PHONE NUMBER:	HOME PHONE NUMBER:	CELLULAR PHONE:	EMAIL ADDRESS:
BIRTH YEAR:	BIRTH MONTH:	BIRTH DAY:	BIRTH PLACE (COUNTRY):
SEX: ( <u>UNDERLINE ANSWER</u> ) MALE FEMALE	NATIONALITY:	ARE YOU CURRENTLY RESIDING IN JAMAICA?	WILL YOU BE APPLYING FOR A STUDENT VISA?
NEXT OF KIN INFORMATION			
NAME:	RELATIONSHIP:	CONTACT PHONE:	EMAIL:
DISTRICT:	CITY/PARISH:	COUNTRY	ZIP/POSTAL CODE:
I WILL BE ENTERING AS A: FRESHMAN TRANSFER STUDENT RETURNING ____ YEAR STUDENT MATURE STUDENT ( <u>UNDERLINE ANSWER</u> )			
I Plan to enroll for: FALL IN THE YEAR OF SPRING IN THE YEAR OF SUMMER IN THE YEAR OF			I Will Be Attending Classes; ( <u>UNDERLINE ANSWER</u> ) FULLTIME PARTTIME
I seek admission status as a; ( )Regular Admission ( )Pre matriculation ( )RPL, in the following Programme of Study;			
( ) Bachelor's Degree Pathway (with HND) sought with Specialization in _____ or _____			
( ) Bachelor's Degree Pathway (with ASSOCIATE) sought with Specialization in _____ or _____			
( ) Graduate Degree Pathway (with PgD) sought with Specialization in _____ or _____			
( ) Graduate Diploma JBTE at UWI Secondary Teacher's Diploma in _____ or _____			
( ) Continuing Education with Specialization in _____ or _____			
* Please note that you are required to consider two or more programme alternatives (specialism) as undersubscribed specialisms will not start.			
EDUCATIONAL BACKGROUND: List only number of Subjects passed CXC 1-3 OR GCE A-C. If you have Subjects OR your Degree pending (write the words pending in the pending box)			
COLLEGE/HIGH SCHOOL NAME:	ADDRESS:	DATE GRADUATED:	GPA (4.0 BASIS)
NAME OF CXC/GCE SUBJECTS PASSED AND/OR HIGHER DEGREE & DIPLOMA	EXAMINING BODY	YEAR	GRADE EARNED
1.			RESULT PENDING
2.			
3.			
4.			
5.			
6.			
7.			
HAVE YOU EVER BEEN CONVICTED OF A FELONY? ( <u>UNDERLINE ANSWER</u> ) YES NO IF YES, EXPLAIN:			
HAVE YOU EVER BEEN DISQUALIFIED FROM ENROLLING OR RE-ENROLLING AT ANY INSTITUTION? ( <u>UNDERLINE ANSWER</u> ) YES NO IF YES, ATTACH EXPLANATION:			
WILL YOU BE REQUESTING BOARDING ACCOMMODATION? ( <u>UNDERLINE ANSWER</u> )			YES NO
WILL YOU BE COMPLETING AN APPLICATION FOR SUMMER WORK AND TRAVEL 2011? ( <u>UNDERLINE ANSWER</u> )			YES NO

Please complete all boxes on the this Application Form and return it with the nonrefundable application fee \$3000 for Jamaican Nationals or US\$55 for Foreign Nationals to **Colbourne College, Admission Department, 33½ Eastwood Park Road, Kingston 10**. Application fee may be lodged to any RBC Bank; Colbourne College account number is 081300004385. Fax or Email a copy of the payment receipt with this application form to: 876-906-8401 or drop off at any our campuses. Payment may also be sent through the post office. However you need to call or email to ensure we receive your mail.



# GRADUATE AND RPL Students Eligibility Assessment

To be completed with the application **ONLY** by graduate or RPL students to document the minimum required work experience. More than one form can be completed by current and past employers to document the minimum work experience required to apply.

## APPLICANT'S FULL NAME:

CAMPUS:	STUDENT ID TYPE:	STUDENT ID NUMBER:	PROGRAMME TITLE:
EMPLOYER (BUSINESS NAME):	NAME OF SUPERVISOR:	TITLE/POSITION OF SUPERVISOR:	PHONE NUMBER:
EMAIL ADDRESS:	WEBSITE ADDRESS:	ADDRESS OF BUSINESS:	EMPLOYEE JOB TITLE:
EMPLOYEE'S JOB RESPONSIBILITIES:		FOR HOW LONG HAS THE APPLICANT BEEN EMPLOYED IN YOUR ORGANISATION: ( ) UNDER 1 YEAR ( ) 1-2 YEARS ( ) 3-4 YEARS ( ) 5 YEARS +	

## How would you rate the employee in the following areas:

	Below Average	Above Average	Average	Very Good	Good	No Basis
<b>Professional Achievement</b>						
<b>Intellectual promise</b>						
<b>Communications Skills (listening, verbal, written)</b>						
<b>Computer/Technical Literacy</b> Basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.						
<b>Flexibility/Adaptability/Managing Multiple Priorities.</b> Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.						
Disciplined work habits						
<b>Maturity</b>						
<b>Motivation</b>						
<b>Leadership</b>						
<b>Integrity</b>						
<b>Reaction to setbacks</b>						
<b>Concern for others</b>						
<b>Self-confidence</b>						
<b>Interpersonal Abilities.</b> Ability to relate to co-workers, inspire others to participate, and mitigate conflict with co-workers.						
<b>OVERALL</b>						

In what ways would you say the employee is an effective worker?

Would you consider promoting him/her upon completion of this programme? \_\_\_\_\_

### Colbourne College

33 1/2 Eastwood Park Road, Kingston 10

Phone: 876-906-8085/876-918-1273

Fax: (876) 906-8401

Email: [admin@colbournecollege.com](mailto:admin@colbournecollege.com)

Website: [www.colbournecollege.com](http://www.colbournecollege.com)

Please return this form along with a formal written reference demonstrating the employee's abilities and his/her suitability for a Masters Program. Please sign and stamp/seal references.

\_\_\_\_\_  
Name of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# COLBOURNE COLLEGE

## REGISTRATION AND FINANCIAL AGREEMENT

- APPLICATION IS DIFFERENT FROM REGISTRATION. YOU RECEIVE A WRITTEN ACCEPTANCE WHEN YOUR APPLICATION FOR ADMISSION IS SUCCESSFUL. After acceptance you will be INVOICED for the Registration and Student fee (a holding fee) to secure a place in the programme of your choice. PLEASE DO NOT CONSIDER YOURSELF REGISTERED UNTIL THE NONREFUNDABLE AND NON TRANSFERABLE HOLDING FEE IS FULLY PAID.

### CONTRACT and FEE PAYMENT DUE AT COLBOURNE :

- ***Application***

**Freshmen Application:** NON REFUNDABLE ADMISSION FEE of \$3,000.00 is due upon the return of the Application for Admission Form.

**Continuing students:** submit \$1,500.00 reapplication fee with the Reapplication Form and the required Registration and Student Fees.

- ***Registration***

Students may only be scheduled and registered for classes after this Agreement is read, and the Admission Application is fully completed and returned with the enrolment/registration fee. Late fee may be applied after published deadlines and while space is still available.

- Annual Registration and Student Fees (commonly known as holding fee).

**Students in University College Department** pays the annual amount of \$12,000

**Students in Continuing Education Department** pays the annual amount of \$7,500

Student Fees are nonrefundable and non transferrable amounts paid by the student to secure a place for the Academic Period enrolled in. *Enrolment is valid from the date paid up to 6 months to the date of the first class of the enrolment period.*

### Enrollment Agreement

1. It is understood that the contents of the Student Handbook and subsequent amendments published or electronic copies, for which I agree to fully read and abide by when published and made available at the beginning the college semester, constitute a contract between the student/parents/guardians and the college, in addition to the details of this agreement. This contract is enforceable whether or not you read. If there is anything you are unclear about please ask the admission representative for assistance.
2. I agree to pay the application, registration and student fee and tuition as set forth in the agreement for the academic year in which I seek entry, at the time the contract is delivered to the college. I understand that the admission, registration and student fees are not refundable and that the refund of the tuition is subjected to the terms laid out in this agreement.
3. Students with delinquent accounts will be refused all services unless special arrangements are made in writing.
4. I agree to cooperate with and support the college's Mission and Philosophy statements.
5. I will keep the college administration informed of any changes in addresses, email, phone numbers or family status that will affect the enrollment and satisfactory completion of college.
6. **I understand that this contract is for the full academic year and it will not be pro-rated.** If I withdraw for any reason, I agree to pay the full annual tuition rate. The payment is due at the time of the withdrawal and includes reasons such as voluntary withdrawal or expulsion for disciplinary reasons, or non-payment of tuition and/or fees. I understand that resulting from my failure to pay the required annual tuition as scheduled, that I will be required to pay; in addition to the tuition and fees owing, any and all other costs involved in the collection or resolution of this matter, including but not limited to all attorney's fees and court fees.

7. I understand that the college is legally allowed to refuse to release transcripts of a graduated student who owes the college money for that student (i.e. tuition, fees, school equipment, etc). Final exams will be withheld until all financial services due to the college are paid in full.
8. **ACCEPTABLE BEHAVIOR:** Students are required to respect the facilities and property of the college and others. Academic dishonesty (plagiarism), morally destructive behaviors; drugs, tobacco or alcohol use, and homosexuality, are not acceptable. Applicants unable to comply with the standards of the college will not be accepted. Students failing to observe the rules and standards in place will be dismissed. Colbourne College's admission procedures are fair and non discriminatory. Applicants who meet the academic and character requirements of the college and are willing to cooperate and uphold the standards of the institution will be accepted.
9. **ACADEMIC STANDARD:** Standards of Satisfactory Academic Progress  
Students must show satisfactory academic progress according to the following criteria:  
Evaluations of all academic progress will take place at the end of each semester. Students must successfully complete 55% of all credits attempted at the first evaluation point and 60% of all credits attempted thereafter.  
  
Students must have earned the indicated minimum grade point average at the evaluation points in their programs. Students whose cumulative GPA is below that required for the successful completion of their programs (2.0 for undergraduates) will be placed on academic probation unless mitigating circumstances apply. Students whose GPA fall below 1.75 for two consecutive semesters will be placed on academic probation.  
  
Students whose GPA fall below 1.75 on the third consecutive attempt will be discontinued. This student will not be able to re-apply until after one (1) year.
10. **WITHDRAWAL INFORMATION:** It is the responsibility of the student to inform the Campus Registrar in writing that he/she wishes to withdraw from the college. Any refunds that may be due to the student are governed by the refund policies described below. Any refunds due to a student will be made within thirty calendar days of the student's official withdrawal date on the refund policy. Students are required to pay according to the payment schedule; however, if there are any delays in the payment of the fees, a deferred payment agreement has to be signed. If payment is not made on time, interest at the rate of up to 2% per calendar day is added to the balance outstanding.
11. **REFUND INFORMATION:** The following policy applies to all Colbourne students effective January 2011. Students who officially withdraw will be eligible to receive a refund of tuition and fees only according to the following schedule. The application, registration and student fees excepted.

#### TIME FRAME

#### REFUND AMOUNT

- |   |                           |
|---|---------------------------|
| 1. After you have signed the enrolment agreement but before <u>day 1 of the new college semester:</u> | 90% of the annual tuition |
| 2. In Week One of the Semester  | 50% of the annual tuition |
| 3. In Week Two of the Semester  | 40% of the annual tuition |
| 4. In Week Three of the Semester  | 0% of the annual tuition  |

**All Refund requests must be received in writing before the start of the third week of the semester.** Refund Requests are accepted on the official college refund forms available in the Student Office, through an email request or from our website. **The refund is calculated on the date the written request is received.** Absolutely no refunds are granted after week two of the official commencement of the college semester. Please note that the refunded amount is a percentage of the amount on the enrolment agreement (total tuition for your enrolled programme for the year).

12. **I agree to abide by the conditions of this enrollment and attendance listed above and all other published rules and regulations in the Student Handbook in printed or electronic forms that the college supply .** The payments of the required fees and Tuition is a clear indication of my acceptance of all terms of admission and enrolment including withdrawal and refund conditions as are described in agreement # 11 on this page.



## REGISTRATION AND FINANCIAL AGREEMENT

PLEASE PRINT.

I, the undersigned student/parent/guardian/financier, request enrollment of the above named student into Colbourne College for this academic year. In consideration of such enrollment, I agree to abide by the conditions of enrollment and attendance and to read and act on all college correspondences directed to my/our attention whether delivered by mail or by student.

**1. I AGREE TO PAY TUITION AS FOLLOWS: (please tick the method of payment you are using.)**

- \_\_\_\_\_ One payment/per credit in the full amount of \$\_\_\_\_\_ before \_\_\_\_\_ 20\_\_
- \_\_\_\_\_ Semi-annual payments in the full amount of \$\_\_\_\_\_ before \_\_\_\_\_ 20\_\_
- \_\_\_\_\_ Three payments full amount of \$\_\_\_\_\_ before \_\_\_\_\_ 20\_\_
- \_\_\_\_\_ Four payments in full amount of \$\_\_\_\_\_ before \_\_\_\_\_ 20\_\_

**2. I, the authorised student/parent/guardian/financier, request enrollment of the named student into Colbourne College for the academic year. In consideration of such enrollment, I understand that the college and its faculty and administration will, to the best of their ability, provide a programme of studies that will meet the educational need of the named student.**

**3. This contract is entered into on this day \_\_\_\_\_ with knowledge of the Refund Policy. Any request for a Tuition Refund on my part must be received by the Office in writing before the start of the third week of the semester. Hence, the final date for Refund Requests for this semester is \_\_\_\_\_.**

\_\_\_\_\_  
Student (Signature) \_\_\_\_\_ Date

\_\_\_\_\_  
Parent/ Guardian (Signature) \_\_\_\_\_ Date

\_\_\_\_\_  
Financier (Signature) \_\_\_\_\_ Date

\_\_\_\_\_  
Colbourne Staff \_\_\_\_\_ Date

## OFFICE USE ONLY

Non refundable Holding Fee submitted with signed Contract:\$ \_\_\_\_\_

Bank Receipt Branch \_\_\_\_\_ Date \_\_\_\_\_

Accountant \_\_\_\_\_ Date \_\_\_\_\_

ABSOLUTELY NO CASH PAYMENTS ACCEPTED AT THE CAMPUS OFFICE.

PAY AT ANY RBC LOCATION TO THE ACCOUNT OF:

Colbourne College Account: 0081300004385.

# Colbourne College

## STUDENT BOARDING APPLICATION AND AGREEMENT

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REGISTERED IN:	ID TYPE:	ID NUMBER:
STUDENT SURNAME:	STUDENT FIRST NAME:	STUDENT MIDDLE NAME:
DISTRICT:	CITY/PARISH:	COUNTRY
BUSINESS PHONE NUMBER:	HOME PHONE NUMBER:	CELLULAR PHONE:
BIRTH YEAR:	BIRTH MONTH:	BIRTH DAY:
SEX: ( <u>UNDERLINE ANSWER</u> ) MALE      FEMALE	NATIONALITY:	ARE YOU CURRENTLY RESIDING IN JAMAICA?
NAME OF PROGRAMME:	PROGRAMME INDEX:	THIS IS A; NEW APPLICATION RENEWAL

### TERMS OF AGREEMENT

This agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Colbourne College herein after called Colbourne, and \_\_\_\_\_ the other part, hereafter called the student for boarding in the town of \_\_\_\_\_.

1. Whereas Colbourne acts as an Agent only in the facilitation of boarding for the student as a service through the student services department.
2. Whereas the student is required to pay the amount of \$86,000 for boarding fee in Kingston for the academic year in no more than two parts. This amount is for room and board and utilities (fixed portion only) for one year.
3. Whereas the student is fully responsible for the upkeep of the boarding premises and all materials and equipment utilized.
4. Whereas the student must honor the agreement made with the Landlord.
5. Whereas the student is fully responsible for any disrepair caused to property or equipment belonging to the Landlord.
6. Whereas the student must conform to all hours and norms of the Landlord.
7. Whereas boarding fees must be paid prior to residency. Boarding Fee is nonrefundable and nontransferable.
8. Whereas Colbourne does not accept any form of responsibilities for the student after leaving the school compound.
9. Whereas Colbourne will liaise with the Landlord in seeing that the student is comfortable and safe and that all services in the contract are received.

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Student Signature

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Date:

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Student Services Staff

# Colbourne College

## Medical History Form

### Applicant Self-Disclosure of Medical History and Information to review with your Physician before sending to Colbourne College

*This form is to be filled out completely by the applicant and a Physician and returned to the Admissions office. This information is confidential and will be kept on file. The information herein will be used only in case of an emergency or medical situation.*

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Semester: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Birth date: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ (     ) male (     ) female

#### IN CASE OF EMERGENCY NOTIFY:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

#### Family History:

Physician Name: \_\_\_\_\_ Physician's ph. #: \_\_\_\_\_

**To the applicant: please circle Yes or No for each item. Each question must be answered.**

#### GENERAL MEDICAL HISTORY

Do you currently have or have you had a history of:

- |   |        |    |
|---|--------|----|
| 1. Respiratory problems? (e.g., asthma)           | 1. Yes | No |
| 2. Gastrointestinal conditions? (e.g., heartburn) | 2. Yes | No |
| 3. Diabetes?                                      | 3. Yes | No |

Specific comments:

\_\_\_\_\_  
\_\_\_\_\_

- |                                 |        |    |
|---------------------------------|--------|----|
| 4. Hypertension?                | 4. Yes | No |
| 5. Bleeding or blood disorders? | 5. Yes | No |



6. Hepatitis or other liver disease?

6. Yes No

Specific comments:

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7. Neurological problems? (e.g., seizure disorder)

7. Yes No

8. Dizziness or fainting episodes?

8. Yes No

9. Cardiac problems?

9. Yes No

Specific comments:

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10. Disorders of the urinary or reproductive tract?

10. Yes No

11. Any other medical conditions or considerations that may affect your participation (including loss of hearing or vision)?

11. Yes No

Specific comments:

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12. Do you see a Medical or Physical specialist of any kind?

12. Yes No

Physician Name

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Address

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13. Are you pregnant?

13. Yes No

Specific comments:

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### PERSONAL HISTORY (COUNSELLING/PSYCHIATRIC)

14. Have you had treatment or counseling with a mental health professional? 14. Yes No

15. Are you currently in treatment or counseling? 15. Yes No

16. Name and address of therapist

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17. Hospitalization within the past year?

17. Yes No

18. Reasons for treatment or counseling?

\_\_\_\_ suicide gesture

\_\_\_\_ academic/career

\_\_\_\_ substance abuse/chemical dependency

\_\_\_\_ family issues/divorce

\_\_\_\_ eating disorder (anorexia/bulimia)

\_\_\_\_ learning disability

\_\_\_\_ other (please give specifics below)

Specific comments:

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### ALLERGIES

19. Any environmental allergies? \_\_\_\_\_ 19. Yes No

20. Is iodine contraindicated for you? 20. Yes No

21. Are you allergic to any foods? Do you have any dietary restrictions? 21. Yes No

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22. Allergies to insect bites or bee stings? 22. Yes No

Specific comments: \_\_\_\_\_

23. Date of Last Tetanus Immunization? \_\_\_\_\_

### MEDICATIONS

24. Are you allergic to any medications? \_\_\_\_\_ 23. Yes No

25. Are you currently taking any medications? Please specify dose. 24. Yes No

Medication Dosage (amt./freq.) Side Effects/Restrictions

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26. History of heat stroke or other heat related illness? 26. Yes No

Specific comments:

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### FITNESS

27. Do you exercise regularly? 27. Yes No

Intensity Level

Activity Frequency Duration/Distance Easy Moderate Competitive

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28. Do you smoke? If so, how much? \_\_\_\_\_ 28. Yes No

29. Are you in an appropriate weight range for your height? 29. Yes No

30. Swimming Ability (check one): \_\_\_\_non-swimmer \_\_\_\_recreational \_\_\_\_competitive

## Physician Physical Examination

To be completed by the Physician only: **Sign and use Medical Practice Stamp to authenticate**

Applicant/Patient's Name: \_\_\_\_\_

Blood Pressure: \_\_\_\_\_ Pulse: \_\_\_\_\_

Cardio-respiratory exam \_\_\_\_\_

Have you reviewed the applicant's Medical History Form (4 pages)? Yes \_\_\_\_ No \_\_\_\_

**Please comment on specific areas from the Medical History Form that need elaboration.**

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**This individual may be required to participate in physical exercises and swimming. Based on the information provided in the Medical History Form, their medical history self-disclosure and the physical examination, do you**

**feel that this individual can participate in these Programs?**

\_\_\_\_ YES, I think this person can participate

\_\_\_\_ MAYBE, if the following restrictions or concerns can be accommodated in the program

\_\_\_\_ NO, this person should not participate at this time for the reasons below

**Comments (reasons, restrictions, or concerns):**

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Examiner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

PHYSICIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return all original pages (including the 4 page Medical Form) to:**

**Senior Admissions Officer**  
Colbourne College,  
admin@colbournecollege.com



# Colbourne College

## REFERENCE FORM

TO BE COMPLETED BY THE REFEREE. PLEASE REMEMBER TO SIGN AND SEAL.

Applicant's Full Name \_\_\_\_\_ ID# \_\_\_\_\_

Campus \_\_\_\_\_ Phone #s: \_\_\_\_\_

Email \_\_\_\_\_ Address: \_\_\_\_\_

### Referee's Evaluation of the Applicant

Referee's Full Name \_\_\_\_\_ ID# \_\_\_\_\_

Campus \_\_\_\_\_ Phone #s: \_\_\_\_\_

Email \_\_\_\_\_ Address: \_\_\_\_\_

i. How long have you known the student, and in what capacity? \_\_\_\_\_

ii. How would you compare the student's /staff's ability (poor, acceptable, good, very good, excellent);

Analytical Skills \_\_\_\_\_ Verbal Expression \_\_\_\_\_

Creative Thinking \_\_\_\_\_ Growth Potential \_\_\_\_\_

Initiative \_\_\_\_\_ Intellectual Skills \_\_\_\_\_

Written Expression \_\_\_\_\_ Overall Recommendation \_\_\_\_\_

iii. This student/employee ranks in the ☐ TOP 5 ☐ TOP 10 ☐ TOP 15 ☐ OTHER in a group of \_\_\_\_\_.

**V1.** If there are known problems in this student's background or relationships which are likely to influence collegiate performance, please comment.

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**v.** Please tell us about the student. We are particularly interested in the student's intellectual promise, motivation, maturity, integrity and other qualities that will help us differentiate him/her from others.

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**V1.** Referee's Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ I understand I will never see this form or any other recommendations submitted by me.

## IMPORTANT APPLICATION INFORMATION

All students entering Colbourne College are subjected to the rules and standards of the organisation. **Admission to the Colbourne may be withheld or withdrawn at anytime.** All students are expected to maintain acceptable academic standards and to meet all financial obligations at required times.

### HOW TO APPLY

1. To apply complete this application form and return with the bank receipt of J\$3000/US\$55. This amount is nonrefundable charge for application and entrance examination.
2. Make an appointment to sit the Placement Examination by calling Colbourne College directly at 876-906-8085/918-1273/401-9330.
3. Collect the Examination Results within 2-4 days of sitting. You will be sent an Acceptance Note by email as soon as the result is available. (if you fail the entrance test there is no charge for re-sit). Simply, email or call us to schedule a new date for the re-sitting.
4. To Commence the Registration Process pay the Required Student Fee within seven days of granted acceptance to the college. Return the bank receipt immediately to your campus.
5. Complete the Registration and Enrolment Documents in the Handbook.
6. Return the following Registration and Financial documents along with tuition payments by July 27;
  - I. A resume detailing all academic and occupational work completed.
  - II. 2 passport photographs.
  - III. Proof of Passes and Qualifications.
  - IV. Copy of National ID and TRN.
  - V. Copy of Birth Certificate.
  - VI. Signed Financial and Enrolment Agreement.
  - VII. Signed Reference and Employer (for MBA and RPL Students) Forms.
  - VIII. Signed Medical Forms.
  - IX. Completed Boarding Application Form if accommodation is required.
  - X. Bank Payment Slips.

All materials provided by you to Colbourne, become its property and will not be returned to you or transferred to other institutions.

#### Our Campuses:

Savannalamar  
Kingston  
Ocho Rios

#### Outreach

Montego Bay	876-918-1273/401-9330
Mandeville	876-906-8085/401-9330
	876-906-8085/401-9330

Annual Tuition quoted is per academic year (2 semesters- 8 months) and not for the Calendar Year (3 Semesters - 12 Months). Classes at Colbourne are scheduled over 3 Semesters annually.

**Fall Semester:** September to December 20

**Spring Semester:** January to May 8

**Summer Semester:** May 10 to August 20

Complete 8 courses over 8 months (2 semesters) and complete the Bachelor's Degree in 4 years. Complete 12 courses over 12 months (in 2 or 3 semesters) and complete the Bachelor's Degree in 3 years. Students who wish to sit out summer session can do so by taking addition courses in the Fall and Spring Semesters. If you choose to sit out summer semesters but fail to add extra courses in the Fall and Spring to compensate this will result in the extension of your tenure, i.e. it will take a longer period to complete the Degree.

## STUDYING AT COLBOURNE PROVIDES A FLEXIBLE ROUTE TO A UK UNIVERSITY DEGREE

### Tuition 2010-2011

### FLEXIBLE PAYMENT PLAN

PROGRAMME	FULL	TWO PAYMENTS	THREE PAYMENTS	
CONTINUING EDUCATION PROGRAM	JMD\$90,000	\$45,000	\$30,000	Students pay in three parts for September term; August 1, November 1 and December 22 Students pay in three parts for January term; December 22, March 1 and April 22
CONTINUING EDUCATION PROGRAM: COMPUTER	JMD\$120,000	\$60,000	\$40,000	
PROGRAMME	FULL			
BACHELOR'S DEGREE PATHWAY *ASSOCIATE DEGREE LEADING TO THE BACHELOR OF SCIENCE DEGREE	JMD\$160,000	\$80,000	\$54,000	<b>PAY PER COURSE:</b> \$16,000 per course
BACHELOR'S DEGREE PATHWAY *UK HIGHER NATIONAL DIPLOMA (Level 4-5) LEADING TO THE BACHELOR OF SCIENCE DEGREE	JMD\$95,000	\$48,000	\$36,000	PAY PER COURSE: <b>\$12,000 per course</b> EXAM FEE: £58.00
BACHELOR OF SCIENCE DEGREE (TOP UP (FINAL) YEAR)	JMD\$0.00	\$0.00	\$0.00	FEES ARE SET BY YOUR SELECTED UNIVERSITY FOR COMPLETION OF STUDIES

### STUDENT FEES

*Student Fees are non refundable and non transferable*

**\$12,000 for the Academic Year** (Tertiary Students)

**\$7,500 all other Colbourne** (Continuing Education Students)

#### Student Fee Covers;

Online Library Access and Online Lecturers Notes  
Orientation Package including Coffee Break and Handouts

Computer and Internet Access for the year  
Library Book Access for the Year

One School Crest Student ID Card  
Student Handbooks

### Entrance Examination

### Education Standards

The Colbourne Entrance Examination is a formative assessment in English and Basic Math designed to track evidence of the key thinking skills necessary for college-readiness and success. The assessment result is used to generate a performance profile of the applicant which helps to guide and inform our decisions regarding the applicant's college-readiness using the following distinct but closely interconnected criteria:

#### Applications of Learning

Applicants must demonstrate their deepening understanding of basic knowledge and skills. These applied learning skills cross academic disciplines and reinforce the important learning of the disciplines. The ability to use these skills will greatly influence their success in college and in the community.

#### Problem Solving

Applicants must recognize and investigate problems; formulate and propose solutions supported by reason and evidence. They must demonstrate the ability to read and comprehend ideas, clearly convey their own ideas through writing, reasoning and problem solving.

#### Communication Skills

Express and interpret information and ideas. A strong command of reading, writing, speaking and listening is vital for communicating in college and beyond.

#### Using Technology

Applicants must demonstrate basic understanding of the use of word processing and the internet. This assist us in determining student competencies to search and process information, be in touch with lecturers, prepare documents, and learn and communicate in new, more effective ways.

### Applicant's Performance Standards for Acceptance

Applications of Learning	S	Satisfactory
Problem Solving	S	Satisfactory
Communication Skills	S	Satisfactory
Using Technology	S	Satisfactory

To pass the applicant must earn a satisfactory grade in at least three of the four areas identified for minimum standards of competency required for admission to the college. Hence, applicants to the college qualify for acceptance based on his/her performance on the placement examination as outlined below.

**Grading Scheme; Key:** S – Satisfactory U - Unsatisfactory

**A Student may RESIT as many times as possible but must meet the above criteria for acceptance.**

## UNIVERSITY DEGREE PATHWAY

Study for **2 Years in Jamaica** then transfer into an Accredited USA/UK Bachelors Degree studying from right here in Jamaica online or on campus in the UK/USA.

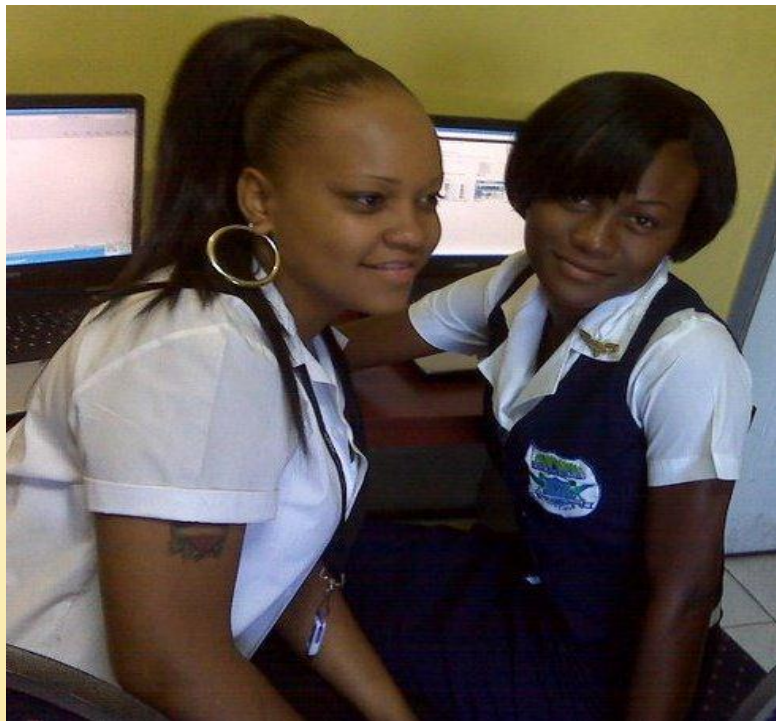
### Business with Office Administration

(Designed for Office Managers and Administrators)

Study for two years in the Business Administration (BA) Program at Colbourne College and earn the UK Higher National Diploma qualification on the Bachelor's Degree Pathway. Study in Jamaica for the entire Degree or study year 1 and 2 in Jamaica only and complete the final year(s) in the US/UK for the Bachelor's Degree.

\*Articulating Universities are referenced on our website.

- **Colbourne College is currently enrolling students for the Joint Board at UWI Post Graduate Diploma in Teaching (for aspiring and practicing teachers at the Secondary and Post Secondary Level).**



## Colbourne College

Registered by the University Council of Jamaica (UCJ)  
and the Ministry of Education

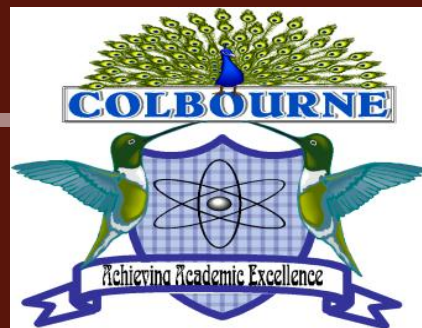
### 4 Campuses and Distant Sites

KINGSTON: 33 ½ Eastwood Park Road / 6 Hillview Avenue, Kingston 10

SAVANNALAMAR: Dunbars River, Savannalamar

OCHO RIOS: 76 Main Street , Ocho Rios

MONTEGO BAY: Verney House Hotel, 3 Leaders Avenue



### Contact Us

**(876) 906-8085/ 918-1273/ 401-9330**  
**admin@colbournecollege.com**