



Jamestown Business College

APPLICATION FOR ADMISSION

I hereby request to be enrolled in Jamestown Business College for the program specified, in accordance with the terms and conditions set forth below.

Please type or print

NAME IN FULL _____

PERMANENT ADDRESS _____
FIRST MIDDLE LAST (include maiden name if applicable)
NO. & STREET

CITY STATE ZIP CODE COUNTY
MAILING ADDRESS (if different from above) _____

HOME PHONE (____) _____ CELL PHONE (____) _____ WORK PHONE (____) _____

E-MAIL ADDRESS _____ SOCIAL SECURITY NUMBER _____

DATE OF BIRTH _____ MALE FEMALE

FATHER'S NAME _____ MOTHER'S NAME _____

SPOUSE'S NAME _____

With whom do you reside? NAME _____ RELATIONSHIP _____

I WISH TO ENTER JAMESTOWN BUSINESS COLLEGE FOR:

FALL (Sept.) 20__ WINTER (Dec.) 20__

SPRING (Mar.) 20__ SUMMER (June) 20__

MY SCHEDULE CHOICE IS:

DAY

EVENING/WEEKEND

Please check the program of study you would like to pursue. (CHECK ONE)

Two-Year Associate Degree	Two-Year Associate Degree	One-Year Certificate
Business Administration	Administrative Assistant	
<input type="checkbox"/> Accounting	<input type="checkbox"/> Accounting	<input type="checkbox"/> Medical Office Assistant
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Medical	<input type="checkbox"/> Office Administration
<input type="checkbox"/> Marketing and Management	<input type="checkbox"/> Office Technology	
<input type="checkbox"/> Hospitality Management		

List high school **last** attended and any educational institutions you have attended since high school
LAST HIGH SCHOOL ATTENDED _____ CITY _____ STATE _____ GRADUATION DATE _____

504/IEP PLAN: YES NO (GED) General Equivalency Diploma _____

COLLEGES ATTENDED _____ CITY _____ STATE _____ DATE RECEIVED _____ TO _____

HIGH SCHOOL HONORS/ACTIVITIES _____ DATES ATTENDED _____

TRANSFER CREDIT REQUESTED Yes No

Students must request transcripts from all institutions previously attended.

PLEASE DO NOT WRITE IN THIS SPACE

Fee _____
INITIALS _____

ACCEPTED _____
TEST _____
DENIED _____

Jamestown Business College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, natural origin, race, gender, or sexual orientation in its educational programs, activities, and employment.

Community Involvement/Activities: _____

Have you visited the campus? No Yes When? _____

Have you previously applied to JBC? No Yes When? _____

How did you learn of JBC? _____

Please provide names of two references who may be contacted by JBC:

1.	NAME	STREET ADDRESS	CITY	STATE	ZIP
	RELATIONSHIP TO YOU	PHONE	OCCUPATION		
	Would he/she benefit from a JBC career planning session?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.	NAME	STREET ADDRESS	CITY	STATE	ZIP
	RELATIONSHIP TO YOU	PHONE	OCCUPATION		
	Would he/she benefit from a JBC career planning session?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If you wish to identify yourself as a member of a racial/ethnic group, please indicate.

(JBC will keep your response confidential and will not use the information provided in a discriminatory manner. Choosing not to respond to this question will not have any adverse effect on your application.)

- Non-Resident Alien Native American/Alaskan Native Hispanic/Latino
 Black (Non-Hispanic) Asian/Pacific Islander White (Non-Hispanic)

Disabled students must contact the Academic Dean's office and request appropriate accommodation, submit documentation of the disability, and the need for the accommodation.

CONDITIONS OF ENROLLMENT:

All policies of administration listed in the Jamestown Business College catalog, handbook, and compliance information, together with the following conditions, are understood to be accepted at the time of enrollment by the applicant and the applicant's parents or guardian.

I agree that any pictures taken by or for the school may be reproduced for publicity purposes. Tuition paid in advance will be refunded, and unpaid tuition will accrue, according to the refund policy in effect at the time of withdrawal from the college.

Tuition is payable three weeks prior to the first day of each term. Textbooks, fees, and supplies are not included in the tuition charges. An application fee of \$25 (non-refundable) must accompany this request for admission. I accept the above terms and agree to obey all rules and regulations of the school.

I certify that all information in this application is true and correct and without material omissions. I understand that any incorrect, incomplete, or false information given by me is sufficient cause to void this application and/or terminate my enrollment.

09/2010

STUDENT SIGNATURE DATE

TRANSCRIPT RELEASE

My signature below gives _____ permission to release a **transcript** of my grades and any documents of academic accommodations/modifications (**IEP/504 Plan**) to Jamestown Business College, P.O. Box 429, Jamestown, NY 14702.

NAME _____ DATE OF BIRTH _____
PLEASE PRINT INCLUDING MAIDEN NAME

SOCIAL SECURITY # _____ YEAR LAST ATTENDED _____

SIGNATURE _____ DATE _____