



# 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)

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

List high school **last** attended and any educational institutions you have attended since high school

LAST HIGH SCHOOL ATTENDED \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ GRADUATION DATE \_\_\_\_\_

GUIDANCE COUNSELOR \_\_\_\_\_  (GED) General Equivalency Diploma \_\_\_\_\_

COLLEGES ATTENDED \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ TO \_\_\_\_\_

OTHER POST HIGH SCHOOL EDUCATION \_\_\_\_\_ TO \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_  
 DATES ATTENDED \_\_\_\_\_  
 DATES ATTENDED \_\_\_\_\_

TRANSFER CREDIT REQUESTED  Yes  No

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 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.

Extracurricular activities in high school / Honors received \_\_\_\_\_

Have you previously applied to JBC?  No  Yes When? \_\_\_\_\_

Have you visited the campus?  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.

02/2007

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**TRANSCRIPT RELEASE**

My signature below gives \_\_\_\_\_ permission to release a transcript of my grades and any documentation of academic accommodations/modifications (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 \_\_\_\_\_