

STUDENT HANDBOOK



The Professional Institute of Marketing and
Business Studies Ltd. (PIMBS Ltd.)

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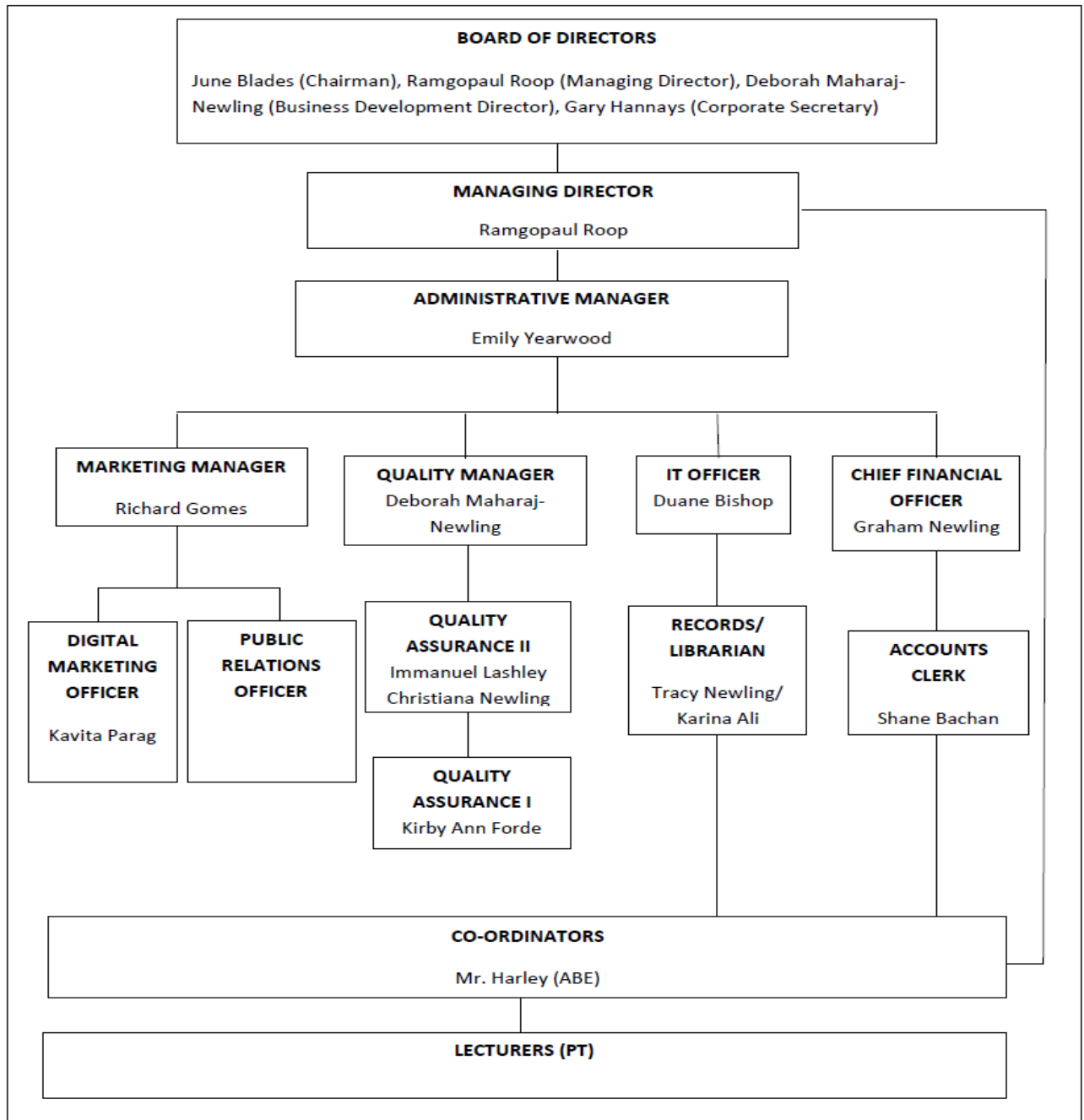
PIMBS- Organisational Chart

PIMBS Ltd. has a dynamic organizational structure that changes over time to meet the needs of its customers and the organization itself. The present structure of the organization is as follows:

Diagram 1: Organizational Chart of PIMBS Ltd. (2017)

Organizational Chart of PIMBS Ltd. (2017)

Approved by the Chairman. Refer to job Descriptions in Appendix 10.



PIMBS – Long Range Institutional Plan

The Professional Institute of Marketing and Business Studies (PIMBS Ltd.) has been established to provide business people with professional qualification and consultancy services in the areas of Marketing and Business related areas. The Institute not only teaches, but also gives its subscribers practical experience in the handling and management of work related matters in the business place, while a candidate may sign up for assisted revision courses for particular examinations. PIMBS Ltd.'s Vision is:

“To offer affordable education and training courses to its membership ensuring that all activities are applicable to the local and international work requirements”

PIMBS – Mission

The Mission of PIMBS Ltd. is:

“To provide the highest quality of Marketing, Business and Environmental training to members of the Institute by ensuring that the training is relevant, up to date and accepted locally and internationally.”

PIMBS Ltd Objectives:

The Professional Institute of Marketing and Business Studies Ltd has been established to provide training to two categories of students:

- A' Level graduates or Higher and
- Mature working persons

The most important pre-requisite is that the students are willing to learn and upgrade their qualifications.

The main aims of PIMBS Ltd are:

- To provide relevant work related tuition in the main area of Marketing and Business Studies
- To ensure an adequate amount of field experience which is relevant to the present work environment
- To assist in the placement of graduates into jobs suitable to their expertise
- To provide this education at a reasonable cost.

PIMBS Ltd. Keys to success:

PIMBS Ltd is walking on a long road of success, such as numerous awards won by students, a high pass rate and a large volume of success stories from students at different levels of education.

This success arises from the fact that PIMBS Ltd has implemented the following:

- ***Small classes***
- ***Individual attention***
- ***Tutorial care***
- ***Customized support***
- ***Qualified and experienced lecturers***
- ***Convenient location***
- ***Drive for quality, integrity and transparency of process.***

PIMBS Ltd Strengths

- Environmental Science
- Important expertise in Business Studies, Marketing and Management.
- Proven Track record in all programs, illustrated by a high pass rate.
- Valuable Human assets: Experienced talented employees in key areas.
- Motivated and energetic employees with cutting edge knowledge and lecture techniques as well as intellectual capital.
- Astute entrepreneurship and managerial know-how.
- Use of collective learning.
- Human Resource well respected by industry.
- Valuable organizational assets: Loyal customers database.
- Strong balance sheet and credit rating.

- Proven Quality Control system.
- Valuable intangible assets: Company reputation

STRATEGIES:

Corporate strategies:

PIMBS Ltd is pursuing a DIFFERENTIATION STRATEGY by providing customers with superior value, by satisfying their expectations on key quality service-features-performance-attributes and exceeding their expectations.

Strategies related to the institute of administrative management programs:

- **BUSINESS PARTNERSHIP:** PIMBS LTD has initiated a number of Business partnerships with large organizations such as Telecommunication Services of Trinidad and Tobago (TSTT), Trinidad and Tobago Electricity Commission (T&TEC), Chamber of Commerce and Industry of Trinidad and Tobago, British Council of Trinidad and Tobago. The objective is to increase awareness of the PIMBS'S Programs and propose packages for the employees of these organizations. A sales force team is currently working on this project and will capitalize on these business relationships.
- **COLLEGES NETWORK:** PIMBS LTD has also started to develop a number of networks with prestigious Colleges in Trinidad and Tobago and the rest of the Caribbean. This will build PIMBS' recognition and will be an avenue for students of these colleges. PIMBS is already familiar with proposing career paths to secondary students.
- PIMBS Ltd will offer to these colleges' career path, educational guidance, examination tips, study skills and related seminars.
- **COLLEGES FAIR:** The British Council of Trinidad and Tobago is organizing a U.K. College and University Fair

The Professional Institute of Marketing and Business Studies Ltd. is one of the leading tertiary institutions in Trinidad and Tobago.

The Professional Institute of Marketing and Business Studies Ltd. was established more than seven years ago to provide quality tuition and training to undergraduate and graduate students in the following areas:

- Marketing
- Management
- Human Resource
- Organizational Behavior
- Information Technology
- Finance
- International Business
- International Marketing
- Computer Sciences

- Environmental Sciences
- Health and Safety

The Institute is offering courses from High School to Masters programs and is affiliated with a number of prestigious Universities and Colleges all over the world to ensure international standards.

PIMBS Ltd. is offering tuition for all these distance-learning programs and students can enjoy small classes, individual attention, quality tuition, tutorial care, library and computer facilities.

The emphasis is on QUALITY GUIDANCE, TUITION and the availability of tools in Information Technology to bring the world of learning to the student.

The Professional Institute of Marketing and Business Studies Ltd. enjoys the following laurels:

- Patron Mrs. Noor Hassanali (Former First Lady of the Republic of Trinidad and Tobago)
- Accredited by the British Accreditation Council
- Won the European Award for Best Practice in the “Gold” category for its Quality Management System, presented in Brussels, Belgium, by the European Society of Quality Research
- Was named “Best Institute” in the region from the Socrates Awards Committee, Oxford UK.
- Registered by the Ministry of Education
- Registered by the Ministry of Science, Technology and Tertiary Education
- Approved training centre for the following bodies:
- Chartered Institute of Marketing (CIM)
- Association of Business Executives (ABE)
- In Trinidad, it is the only accredited centre that carried all levels of CIM for the past 20 years and is a study school centre for CIMA
- It is the only institute in Trinidad that has secured a course credit transfer agreement with a U.S. College – thereby allowing students to spend 2 years in Trinidad and 1 final year in the U.S.
- PIMBS Ltd. has been selected by BSI/CEEM to host Management Systems training such as ISO 9000 & ISO 14000
- Member of the Association of Caribbean Higher Education Administrators.
- The first and only Institute to become a Cambridge International Associate Partner in Trinidad and Tobago

The Professional Institute of Marketing and Business Studies Ltd. is the only tertiary educational institute in Trinidad and Tobago and the entire West Indies for that matter which carries so many laurels.

The overwhelming factor for PIMBS Ltd. success is its student-centered learning and tutorial care.

1. Students



1.1. *Student information*

PIMBS Ltd. has established a flexible information system to advise student about the following:

- Examination dates and times
- Course information
- Class schedules
- Examination fees
- Examination results
- Feedback from the various Associate Partners

PIMBS Ltd. is using various methods of communication depending on the nature and the urgency of the message. These include:

- Direct mail
- Phone calls
- E-mail
- Local courier service

To ensure that all students are contacted, Student Advisory, the Secretary or the Programme Coordinator will refer to the board where all student information is recorded. On this board, the communicator will find:

- Student's name
- Student's number
- The program they are registered for
- The subjects or modules that they are presently pursuing
- Examination dates

The Student Advisory or Programme Coordinator records all correspondence in the student's file.

Additional methods of communication with students include:

- Posting of notices
- Informal communication
- Attendance of meetings with the student council

Depending upon the importance of the communication, students may be asked to sign having received the message.

PIMBS Ltd. is also responsible for providing students with feedback on results.

1.1.1. Student equal opportunity policy

The Professional Institute of Marketing and Business Studies Ltd. has an explicit policy system which promotes equal opportunities to Students, Staff and members of the Institute.

PIMBS Ltd. ensure that men and women of different ethnic group and gender are given the same opportunities in terms of employment, training, management development, promotion, registration, teaching resources procedures and examinations.

The Equal Opportunities Policy with regards to students and members is implemented in every stage of the student learning experience:

- The ore-registration (design or programs, advertising)
- The registration process (entry requirements, acceptance, exemptions)
- Learning and tuition (time, number of hours, tuition materials, learning resources and equipment)
- Examination procedures and appeal procedures
- Graduation and certificates delivery

The Equal Opportunities Policy with regard to employees is implemented in every stage of the Human Resource Practices:

- The preparatory stage (job specification, advertising of vacancies)
- The appointment stage (selection and recruitment)
- The induction stage
- Development, promotion, compensation and benefits
- Retirement and re-deployment

1.1.2. Code of conduct

Respect	Rights	Responsibilities
<p><i>We recognize that we must have respect for:</i></p> <ul style="list-style-type: none"> • our God • ourselves • each other • our teachers • our Institute • the property of others and of our Institute • the environment • our nation or Trinidad & Tobago 	<p><i>We are aware that we have certain inalienable rights:</i></p> <ul style="list-style-type: none"> • to learn, according to our ability • to release past failures • to express our opinions courteously • to be our unique selves, while not allowing this to affect others negatively • to be treated with respect by all • to be treated with fairness • to a safe and healthy learning environment • to the best education our Institute can provide 	<p><i>We accept that we have responsibilities:</i></p> <ul style="list-style-type: none"> • to do our work honestly and to the best of our ability • to interact with all in a sensitive and caring manner • to participate in a wide range of activities according to our ability • to allow others to express their opinions and to be heard • to obey our Institute rules and to accept fair punishment when we have done wrong • to learn from our mistakes • to settle disputes amicably, or to go for help if necessary • to be the best that we can be

1.1.3. Course/Programme information

1.1.3.1. Course/programme

PIMBS Ltd. is associated with several international institutions in order to offer a wide range of programs to its students. A number of locally developed programmes are offered as well.

PROGRAMMES offered at PIMBS Ltd.

Chartered Institute of Marketing

<ul style="list-style-type: none">• Introductory Certificate in Marketing• Professional Certificate in Marketing	<ul style="list-style-type: none">• Professional Diploma in Marketing• Professional Postgraduate Diploma in Marketing
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Association of Business Executives (A.B.E)

<ul style="list-style-type: none">• Level 2 - Award in Setting up your own business• Level 2 – Award in Employability Skills• Level 3- Certificate in Business Start up• Level 3 – Award in Digital Marketing Essentials for Small Businesses	<ul style="list-style-type: none">• Level 4 – Foundation Diploma in Business Management• Level 4,5,6 – Diploma in Business Management and Human Resources• Level 4,5,6 – Diploma in Business Management• Level 4,5,6 – Diploma in Business Management and Marketing
--	--

3 Month Professional Business Certificates

<ul style="list-style-type: none">• Marketing• Travel and Tourism• International Business Management• Selling and Sales Management• International Business• Effective Customer Service• Negotiation and Mediation• Advertising• Events Management• Psychology• Secretarial Skills	<ul style="list-style-type: none">• Effective Management• Marketing Communication• International Marketing• Human Resource Management• Environmental Sciences• Project Management• Business Writing and Communication• Public Speaking and Presentation Techniques
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Computer Courses

<ul style="list-style-type: none">• Spreadsheet• Word Processing• Database• Computer Literacy• Presentation Production• Internet• Web Page Design• Information Technology	<ul style="list-style-type: none">• Graphic Design• Computer Repairs• Computer Touch Typing<ul style="list-style-type: none">- Beginners- Intermediate- Advanced
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Caribbean Examination Council Secondary Education

<ul style="list-style-type: none">• Mathematics/Add. Math• English• Spanish• Portuguese• Principles of Business (P.O.B)• Principles of Accounting (P.O.A)• Information Technology• Literature	<ul style="list-style-type: none">• Office Procedures• Biology• Chemistry• Physics• Social Studies• History• Geography• EDPM
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Caribbean Examination Council Advanced Proficiency Examination

<ul style="list-style-type: none">• Communication Studies• Caribbean Studies• Sociology• Spanish• Management of Business• Pure Mathematics• Accounting• Environmental Sciences	<ul style="list-style-type: none">LawBiologyChemistryPhysicsPsychology (Cambridge)LiteratureHistoryEconomics
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Short Courses

<ul style="list-style-type: none">• Logical Thinking• Study Skills	<ul style="list-style-type: none">• Essay Writing• Consumer Mathematics
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English As Second Language (E.A.S.L)

<ul style="list-style-type: none">• Basic English• Intermediate English	<ul style="list-style-type: none">• Advanced English
--	--

T.O.F.E.L

ASSOCIATE DEGREES	BACHELOR DEGREES
<ul style="list-style-type: none"> • Office Administration • Environmental Sciences • Project Management • Business Management • Marketing 	<ul style="list-style-type: none"> • Business Management (with specializations) • Environmental Science and Occupational Health and Safety (with specializations) • Project Management • Office Administration • Marketing

Associate and Bachelors Degrees are only available outside of Trinidad and Tobago

1.1.3.2. Delivery of classes

Level 4 and Level 5

Students will receive 40 classes of 1½ hour and a half each per module.

Classes can be delivered Full-time, Part-Time or Evening only.

Level 6

Students will receive 60 classes of 1½ hour and a half each per module.

Classes can be delivered Full-time, Part-Time or Evening only.

Hands On Learning Strategies

Students will be given the opportunities to apply their knowledge in a number of real case studies.

In some subjects such as marketing, the students will be asked to coordinate a sales event or a marketing presentation from the beginning to the end.

Some students will also demonstrate their ability to make a marketing plan for a given product.

In Facilities Management, students could visit or view real sites and critique them with regard to the regulations they uphold or break. The differences within the international market are highlighted.

1.1.3.3. Admission / Entry requirements

PIMBS Ltd. has not set an age restriction for any of its programs, thus making it possible for students and mature working persons to access the programs.

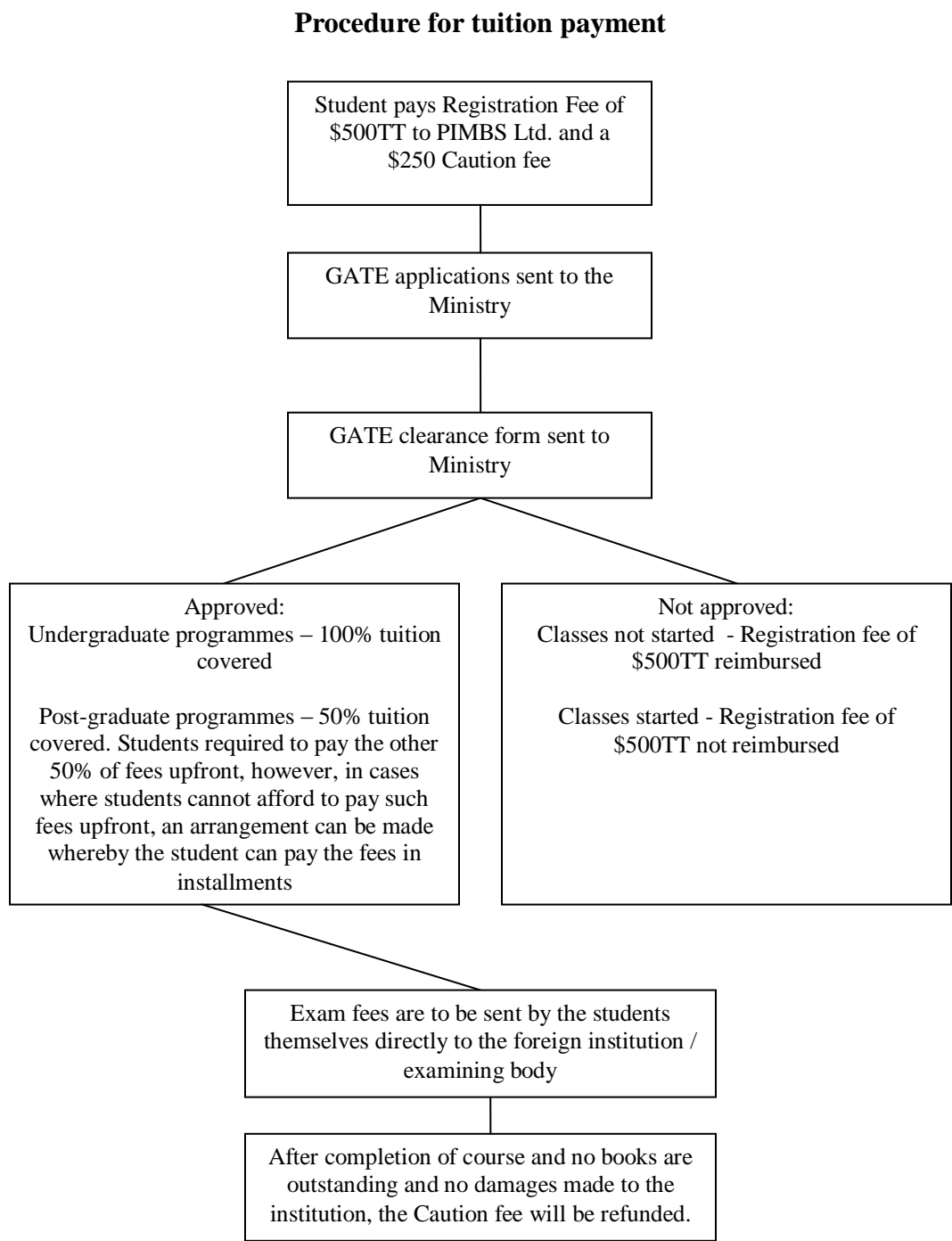
All candidates must meet the full requirements set by the particular international body. These requirements would be outlined in the respective brochures as seen on the website and would differ from one international body to another.

When students request exemptions, all documents, certificates, transcripts, curriculum vitae will be provided by the students and transferred to the international body for assessment at an appropriate fee.

Students who do not satisfy regular entry criteria can do an assessment and /or follow the Prior Learning Assessment guidelines.

1.1.3.4 Tuition, compulsory and Other Fees

Since January 2006 students of PIMBS Ltd. can have their tuition fully reimbursed (in the case of approved Undergraduate programs) or partially reimbursed (in the case of approved Post-Graduate programs) by the Government of Trinidad and Tobago through this procedure can be seen below:



This GATE programme will come to an end in August 2017.

7:56 PM
12/31/17

THE PROFESSIONAL INSTITUTE OF MARKETING & BUSINESS STUDIES
Item Price List
December 31, 2017

Item	Description	Price
A' LEVELS	ADVANCED LEVELS (TUITION RATES PER 9 MO...	
A' LEVELS:ACCOUNTING	ACCOUNTING	1,800.00
A' LEVELS:BIOLOGY 'A'	BIOLOGY A LEVEL	1,800.00
A' LEVELS:CARIBBEAN STU	CARIBBEAN STUDIES (CAPE)	1,800.00
A' LEVELS:CHEMISTRY	CHEMISTRY	1,800.00
A' LEVELS:COMM STUDIES	COMMUNICATION STUDIES [CAPE]	1,800.00
A' LEVELS:ECONOMICS	ECONOMICS	1,800.00
A' LEVELS:ENGLISH LIT.	LITERATURE IN ENGLISH	1,800.00
A' LEVELS:ENV SCI/STUDIES	ENVIRONMENTAL SCIENCE/STUDIES	1,800.00
A' LEVELS:FRENCH	FRENCH	990.00
A' LEVELS:GENERAL PAPER	GENERAL PAPER	1,800.00
A' LEVELS:HISTORY	HISTORY	1,800.00
A' LEVELS:INFORMATION TE...	INFORMATION TECHNOLOGY (I.T.)	1,800.00
A' LEVELS:LAW	LAW	1,800.00
A' LEVELS:MANAGEMENT	MANAGEMENT OF BUSINESS (M.O.B.)	1,800.00
A' LEVELS:MATHEMATICS	MATHS WITH PURE MATHS	1,800.00
A' LEVELS:PHYSICS	PHYSICS	1,800.00
A' LEVELS:PSYCHOLOGY	PSYCHOLOGY	1,800.00
A' LEVELS:SOCIOLOGY	SOCIOLOGY	1,800.00
A' LEVELS:SPANISH	SPANISH	1,800.00
ABE	ASSOCIATION OF BUSINESS EXECUTIVES	
ABE:ABE HRM DIP	DIPLOMA HUMAN RESOURCE MANAGEMENT P...	1,675.00
ABE:ADVANCED	ADVANCED DIPLOMA (PER MODULE)	2,250.00
ABE:BUS INFO	ABE BUSINESS INFO SYSTEM ADVANCED DIPL...	2,000.00
ABE:CORPORATE FINANCE	CORPORATE FINANCE	2,200.00
ABE:DIP 1	PER MODULE, DIPLOMA 1	1,675.00
ABE:DIP 2	PER MODULE, DIPLOMA 2	1,750.00
ABE:GATE ABE DIP 1	ABE DIPLOMA 1: \$1,500.00 PER MODULE. GATE....	6,000.00
ABE:GATE ABE DIP 2	ABE DIPLOMA 2: \$1,400.00 PER MODULE. 5 x MO...	7,000.00
ABE:GATE ABE LEVEL 4	ABE LEVEL 4: \$1,200.00 PER MODULE. RATE A...	4,800.00
ABE:GATE ABE LEVEL 5	ABE LEVEL 5: \$1,500.00 PER MODULE x 8 MODU...	12,000.00
ABE:GATE ABE LEVEL 6	ABE LEVEL 6: \$1,600.00 PER MODULE 5 x MODU...	8,000.00
ABE:GATE ABE LEVEL 7 P.G. ...	ABE LEVEL 7 POST GRADUATE DIPLOMA IN BU...	12,500.00
ABE:LEVEL 4 ABE	LEVEL 4 (PER MODULE) NON-GATE (DIPLOMA) x...	1,800.00
ABE:LEVEL 5 ABE HIGHER	LEVEL 5 (PER MODULE) NON-GATE (HIGHER) x ...	2,000.00
ABE:LEVEL 6 ABE	ABE LEVEL 6, NON GATE	2,300.00
ABE:LEVEL 7 ABE P.G. PER ...	ABE POST GRADUATE DIPLOMA PER MODULE	2,500.00
ABE:REVISION CLASSES	ABE REVISION CLASSES, \$300.00 PER MONTH ...	300.00
ACCOUNTING COURSE (CIM...	ACCOUNTING COURSE (CIMA RELATED)	
ACCOUNTING COURSE (CIM...	CERTIFICATE LEVEL- \$1,800.00 PER MODULE	1,800.00
ACCOUNTING COURSE (CIM...	MANAGEMENT LEVEL -\$2,450.00 PER MODULE	2,450.00
ACCOUNTING COURSE (CIM...	OPERATIONAL LEVEL -\$1,940.00 PER MODULE	1,940.00
ACCOUNTING COURSE (CIM...	STRATEGIC LEVEL -PRICE TO BE DETERMINED	
AMPS REG & MEMBERSHIP	AMPS REGISTRATION AND MEMBERSHIP FEES,...	600.00
AUXILIARY	AUXILIARY FEES (NON-TUITION)	
AUXILIARY:ADMIN LETTER	ADMINISTRATIVE LETTER - ANY LETTER REQU...	20.00
AUXILIARY:ART CLASSES	ART LESSONS AFTER SCHOOL @ \$350.00 PER ...	350.00
AUXILIARY:CAUTION FEE	REFUNDABLE FEE, BASED ON CONDUCT, SAFE...	250.00
AUXILIARY:COMP LIT MANUAL	COST OF NECESSARY ACCOMPANYING MANU...	200.00
AUXILIARY:COPY PAPER (RE...	COPY PAPER -ANNUAL CONTRIBUTION FOR LO...	40.00
AUXILIARY:DAILY EVALUATI...	DAILY EVALUATION & HOMEWORK BOOK (LOW...	40.00
AUXILIARY:DONATION	DONATION TO SCHOOL	0.00
AUXILIARY:EXAM FEES	EXAMINATION FEES	
AUXILIARY:FIELD EDUCATION	FIELD EDUCATION -VARIABLE RATES. WATER T...	
AUXILIARY:GRAD. CONT.	GRADUATION / PRIZE GIVING DAY CONTRIBUTI...	100.00
AUXILIARY:I.D. CARD (NEW)T...	STUDENT I.D CARD, NEW RATE, TERTIARY SCH...	30.00
AUXILIARY:I.D. CARD, LOWE...	RENEWAL OF ID CARD, SECONDARY SCHOOL	40.00
AUXILIARY:LAB/SCIENCE FEES	LABORATORY/SCIENCE FEES (FORMS 1- 4, CX...	300.00
AUXILIARY:LATE FEES	CHARGES FOR LATE PAYMENT OF TUITION / O...	
AUXILIARY:MATERIALS FEE	MATERIALS FOR COURSE	170.00
AUXILIARY:MODERATION FE...	MODERATION/SCIENCE FEES @ \$300.00 PER S...	300.00
AUXILIARY:OTHER	LIBRARY SERVICES/EXTRA CLASS/PHOTOCOP...	
AUXILIARY:PROCESSING FE	PROCESSING FEES COU	350.00
AUXILIARY:SECURITY CONT.	SECURITY FEE CONTRIBUTION, ANNUAL RENE...	200.00
AUXILIARY:TYPING	TYPING/PRINTING FEES/TRANSCRIPTS	
AUXILIARY:UNIFORMS	UNIFORMS	
CIM-CHARTERED	CHARTERED INST. OF MARKETING	
CIM-CHARTERED:ASSIGNME...	ASSIGNMENT ONLY -LIASING WITH LECTURER	1,500.00

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THE PROFESSIONAL INSTITUTE OF MARKETING & BUSINESS STUDIES
Item Price List
December 31, 2017

Item	Description	Price
CIM-CHARTERED: BLENDED ...	BLENDED LEARNING OPTION	800.00
CIM-CHARTERED: CAM DIPLO...	CAM DIPLOMA - MARKETING AND CONSUMER B...	2,000.00
CIM-CHARTERED: CERTIFICA...	C.I.M. CERTIFICATE	2,300.00
CIM-CHARTERED: CERTIFICA...	CERTIFICATE PER MODULE, LEVEL 4, NEW SYL...	1,380.00
CIM-CHARTERED: CIM DIPLO...	DIPLOMA, NON GATE RATE, NEW SYLLABUS LE...	2,500.00
CIM-CHARTERED: CIM DIPLO...	CIM DIPLOMA VIA DISTANCE LEARNING	2,500.00
CIM-CHARTERED: DIG. MARK ...	DIGITAL MARKETING & PLANNING	2,500.00
CIM-CHARTERED: DIG. MARK ...	DIGITAL MARKETING ESSENTIALS	2,500.00
CIM-CHARTERED: DIGITAL M...	DIGITAL MARKETING 5 WEEK COURSE	5,500.00
CIM-CHARTERED: DISTANCE ...	DISTANCE LEARNING FEE 500 CIM	500.00
CIM-CHARTERED: DISTANCE ...	DISTANCE LEARNING FEE 600, CIM	600.00
CIM-CHARTERED: INT. DIG. M...	INTEGRATED DIGITAL MEDIA & BRANDING	2,500.00
CIM-CHARTERED: INTRO CER...	CIM INTRODUCTORY CERTIFICATE/FOUNDATIO...	1,800.00
CIM-CHARTERED: ON LINE S...	ON LINE EMAILED SUPPORT (PER SUBJECT)	750.00
CIM-CHARTERED: ONLINE 350	ONLINE SUPPORT @ \$350.00	350.00
CIM-CHARTERED: P.G. DISTA...	POST GRADUATE DISTANCE LEARNING	2,950.00
CIM-CHARTERED: P.G. PER M...	CIM POST GRADUATE PER MODULE, (NON-GAT...	2,800.00
CIM-CHARTERED: POST GRA...	POST GRAD. COMPLETE	9,800.00
CIM-CHARTERED: TASK REVI...	TASK REVIEW FOR CIM POST GRADUATE SUBJ...	750.00
COMPUTERS	VARIOUS COURSES	
COMPUTERS: A +	"A +" COMPUTER COURSE	3,950.00
COMPUTERS: COMP LITERACY	COMPUTER LITERACY	750.00
COMPUTERS: DATABASE	DATABASE (MS ACCESS)	900.00
COMPUTERS: DESKTOP PUB-1	DESKTOP PUBLISHING	2,500.00
COMPUTERS: DESKTOP PUB-2	DESKTOP PUBLISHING-2	2,500.00
COMPUTERS: GRAPHIC DES	GRAPHIC DESIGN PROG. PER LEVEL (ILLUSTR...	1,995.00
COMPUTERS: IMIS DIPLOMA	IMIS DIPLOMA, COST PER MODULE = \$1,250.00	1,250.00
COMPUTERS: IMIS FOUNDATI...	FOUNDATION LEVEL, COST PER MODULE = \$97...	975.00
COMPUTERS: IMIS HIGHER DIP	IMIS HIGHER DIPLOMA, COST PER MODULE = \$...	1,400.00
COMPUTERS: INFORMATION ...	INFORMATION TECHNOLOGY, 3 MONTH COURSE	1,530.00
COMPUTERS: INTERNET	INTERNET	900.00
COMPUTERS: MICRO-ACCESS	MICROSOFT ACCESS	1,000.00
COMPUTERS: MICRO-EXCEL	MICROSOFT EXCEL	1,000.00
COMPUTERS: MICRO-POWER...	MICROSOFT POWERPOINT	1,000.00
COMPUTERS: MICRO-WORD	MICROSOFT WORD	1,000.00
COMPUTERS: MICRO OFFICE	OFFICE 2000-WORD/EXCEL/POWERPOINT/ACC...	4,000.00
COMPUTERS: NETWORK +	"NETWORK +" COMPUTER COURSE	3,600.00
COMPUTERS: QUICKBOOKS	QUICKBOOKS	2,000.00
COMPUTERS: SPREADSHEETS	MS EXCEL SPREADSHEET TUITION	900.00
COMPUTERS: T. TYPING ADV.	TOUCH TYPING ADVANCED (75 WPM)	600.00
COMPUTERS: T. TYPING BEG.	TOUCH TYPING BEGINNERS (25 WPM)	250.00
COMPUTERS: T. TYPING INT.	TOUCH TYPING INTERMEDIATE (55 WPM)	450.00
COMPUTERS: WEB PG DESIGN	WEB PAGE DESIGN -REG = \$500.00	1,995.00
COMPUTERS: WINDOWS 97	WINDOWS '97	450.00
FORM 0 PER MONTH	PRE-SECONDARY, \$1,000.00 PER MONTH x 10	1,000.00
FORM 1 PER MONTH	FORM 1 \$1,300.00 PER MONTH x 10	1,300.00
FORM 1 PER MONTH: REMEDI...	REMEDIAL CLASSES -VARIOUS SUBJECTS	200.00
FORM 2 MONTHLY RATE	FORM 2 MONTHLY = \$1,500.00 x 10	1,500.00
FORM 3 MONTHLY RATE	FORM 3 MONTHLY RATE = \$1,700 x 10	1,700.00
I.A.M./I.Q.	INSTITUTE OF ADMINISTRATIVE MANAGEMENT	
I.A.M./I.Q.: DISTANCE LEARNI...	DISTANCE LEARNING FEE, I.A.M./I.Q.	500.00
I.A.M./I.Q.: LEVEL 4 I.A.M./I.Q.	I.A.M./I.Q. LEVEL 4: \$1,800.00 PER MODULE	1,800.00
I.A.M./I.Q.: LEVEL 5 I.A.M./I.Q.	I.A.M./I.Q. LEVEL 5: \$2,000.00 PER MODULE	2,000.00
I.A.M./I.Q.: LEVEL 6 I.A.M./I.Q.	I.A.M./I.Q. LEVEL 6: \$2,300.00 PER MODULE	2,300.00
O' LEVELS/CXC/CSEC/FORM 4	CXC AND GCE /CSEC/FORM 4 (TUITION RATES ...	
O' LEVELS/CXC/CSEC/FORM ...	10 WEEK INTENSIVE CSEC MATHS/ENGLISH FO...	1,000.00
O' LEVELS/CXC/CSEC/FORM ...	P.O.A.	180.00
O' LEVELS/CXC/CSEC/FORM ...	ADD MATH	180.00
O' LEVELS/CXC/CSEC/FORM ...	ART, CSEC, DOUBLE AWARD	360.00
O' LEVELS/CXC/CSEC/FORM ...	BIOLOGY	180.00
O' LEVELS/CXC/CSEC/FORM ...	P.O.B.	180.00
O' LEVELS/CXC/CSEC/FORM ...	CHEMISTRY	180.00
O' LEVELS/CXC/CSEC/FORM ...	ELECTRONIC DOCUMENT PRODUCTION	180.00
O' LEVELS/CXC/CSEC/FORM ...	ECONOMICS	180.00
O' LEVELS/CXC/CSEC/FORM ...	ENGLISH LANGUAGE	180.00
O' LEVELS/CXC/CSEC/FORM ...	ENGLISH LITERATURE	180.00
O' LEVELS/CXC/CSEC/FORM ...	EXTRA MATHS LESSONS @ \$30.00 PER LESSON.	30.00
O' LEVELS/CXC/CSEC/FORM ...	FLORAL ARRANGING -CVQ	180.00

THE PROFESSIONAL INSTITUTE OF MARKETING & BUSINESS STUDIES
Item Price List
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Item	Description	Price
O' LEVELS/CXC/CSEC/FORM ...	FOOD PREPARATION -CVQ	180.00
O' LEVELS/CXC/CSEC/FORM ...	GEOGRAPHY	180.00
O' LEVELS/CXC/CSEC/FORM ...	HISTORY	180.00
O' LEVELS/CXC/CSEC/FORM ...	HISTORY SPECIAL CLASSES, \$1,800.00 PER AN...	1,800.00
O' LEVELS/CXC/CSEC/FORM ...	HUMAN SOCIAL BIOLOGY	180.00
O' LEVELS/CXC/CSEC/FORM ...	INFORMATION TECHNOLOGY	180.00
O' LEVELS/CXC/CSEC/FORM ...	MATHEMATICS	180.00
O' LEVELS/CXC/CSEC/FORM ...	OFFICE ADMINISTRATION	180.00
O' LEVELS/CXC/CSEC/FORM ...	PHYSICS	180.00
O' LEVELS/CXC/CSEC/FORM ...	PORTUGUESE	180.00
O' LEVELS/CXC/CSEC/FORM ...	SOCIAL STUDIES	180.00
O' LEVELS/CXC/CSEC/FORM ...	SPANISH	180.00
OSHA 10 HOURS	HEALTH & SAFETY COURSE.	3,500.00
OSHA 30 HOURS	HEALTH & SAFETY COURSE	5,500.00
OTHER FEES	OTHER NON-TUITION FEES e.g.CONSULTATIONS.	
OTHER FEES:CONSULTATION	CONSULTATION FEES. VARIABLE RATES.	
REGISTRATION	REGISTRATION FEES	
REGISTRATION:ABE REVISIO...	REG FOR ABE REVISION CLASSES	200.00
REGISTRATION:CIM REG FEES	REG FEES FOR CIM, COMPLETE	1,200.00
REGISTRATION:COMPUTER ...	REGISTRATION FEE COMPUTER; MAJORITY = ...	200.00
REGISTRATION:CSEC/CAPE ...	CSEC/CAPE pm REGISTRATION COMPLETE. IN...	980.00
REGISTRATION:CXC/CAPE/1-3	REGISTRATION FEE PER YEAR= \$1,800.00	1,800.00
REGISTRATION:GRAPHIC REG	GRAPHIC DESIGN -ADOBE ILLUSTRATOR & PH...	500.00
REGISTRATION:MS OFF REG	REGISTRATION FEE FOR MS OFFICE = \$250.00	250.00
REGISTRATION:PROF/MBA	REGISTRATION FEES PROFESSIONAL COURSE...	600.00
REGISTRATION:REG FOR 10 ...	REGISTRATION FOR 10 WEEK INTENSIVE MAT...	200.00
REGISTRATION:SS REG SEA	SUMMER SCHOOL SEA REGISTRATION FEE.	150.00
REGISTRATION:SS REG.	SUMMER SCHOOL REGISTRATION FEE	200.00
REGISTRATION:T. TYPING A...	COMPUTER TOUCH TYPING ADVANCED (75 WP...	200.00
REGISTRATION:T. TYPING B...	COMPUTER TOUCH TYPING BEGINNERS (25 W...	100.00
REGISTRATION:T. TYPING INT.	COMPUTER TOUCH TYPING INTERMEDIATE (55 ...	150.00
SHORT COURSES	VARIOUS TYPES, 3 MONTHS	
SHORT COURSES:3 MONTH ...	3 MONTH COURSES	
SHORT COURSES:3 MONTH ...	CERT.INT. BUS. MANAGER	2,000.00
SHORT COURSES:3 MONTH ...	CERT. EFFECTIVE CUSTOMER SERVICE	2,000.00
SHORT COURSES:3 MONTH ...	CERTIFICATE IN BUSINESS WRITING AND COM...	2,000.00
SHORT COURSES:3 MONTH ...	CERTIFICATE IN PSYCHOLOGY	2,000.00
SHORT COURSES:3 MONTH ...	CERT. EFFECTIVE MANAGEMENT	2,000.00
SHORT COURSES:3 MONTH ...	CERT. HUMAN RESOURCE MANAGEMENT	2,100.00
SHORT COURSES:3 MONTH ...	CERT. INT. BUSINESS	2,000.00
SHORT COURSES:3 MONTH ...	CERT.INTERNATIONAL MARKETING	2,000.00
SHORT COURSES:3 MONTH ...	CERT. MARKETING	2,000.00
SHORT COURSES:3 MONTH ...	CERT. MKT. COMMUNICATION	2,000.00
SHORT COURSES:3 MONTH ...	PIMBS.PROJECT 3 MONTHS.MANAGEMENT .	4,500.00
SHORT COURSES:3 MONTH ...	PIMBS PROJECT 6 MONTHS MANAGEMENT	5,000.00
SHORT COURSES:3 MONTH ...	PIMBS PROJECT 9 MONTHS MANAGEMENT	5,500.00
SHORT COURSES:3 MONTH ...	CERT. SALES TECHNIQUE	2,000.00
SHORT COURSES:3 MONTH ...	SECRETARIAL SKILLS	2,000.00
SHORT COURSES:3 MONTH ...	CERT. TRAVEL & TOURISM	2,000.00
SHORT COURSES:B.Sc MAN...	B.Sc. (MANAGEMENT OF PERFORMING ARTS)	1,600.00
SHORT COURSES:COMPUTER	COMPUTER APPLICATIONS	1,600.00
SHORT COURSES:CONS. MA...	CONSUMER MATHEMATICS	550.00
SHORT COURSES:CONVERS...	CON. SPANISH-MONTHLY	250.00
SHORT COURSES:EASL-	EASL COURSES -ENGLISH AS A SECOND LANG...	
SHORT COURSES:EASL-AD...	ADVANCED-3 MONTHS	3,600.00
SHORT COURSES:EASL-BAS...	BASIC-3 MONTHS	3,600.00
SHORT COURSES:EASL-INT...	INTERMEDIATE-3 MONTHS	3,600.00
SHORT COURSES:ENVIRON...	ENVIRONMENTAL SCIENCE	
SHORT COURSES:ENVIRON...	CERTIFICATE	3,500.00
SHORT COURSES:ENVIRON...	DIPLOMA ENVIRONMENTAL SCIENCES..(\$1,000....	15,000.00
SHORT COURSES:ENVIRON...	ENV. SCI. MASTERS, \$2,000.00 PER PROJECT. T...	2,000.00
SHORT COURSES:ESSAY W...	ESSAY WRITING	550.00
SHORT COURSES:LOGICAL ...	LOGICAL THINKING	550.00
SHORT COURSES:PROJ MAN...	PROJECT MANAGEMENT ASSOCIATE BACHELO...	2,000.00
SHORT COURSES:SAT	FOREIGN UNIVERSITY EXAM- SAT TUITION ONLY	1,800.00
SHORT COURSES:TERTIARY...	TERTIARY PASSPORT -\$1,000.00 PER SUBJECT...	5,000.00
SUMMER SCHOOL	SUMMER SCHOOL	
SUMMER SCHOOL:CHEMIST...	CHEMISTRY, SUMMER INTERACTIVE, ALL INCL...	2,160.00

7:56 PM
12/31/17

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Item	Description	Price
SUMMER SCHOOL:COMP PA...	ADDITIONAL \$200.00 PAYMENT MADE FOR COM...	200.00
SUMMER SCHOOL:CXC LAB	SUMMER SCHOOL LABS -CHEMISTRY /BIOLOG...	350.00
SUMMER SCHOOL:CXC/FOR...	CXC/FORM 1 - 3	600.00
SUMMER SCHOOL:S.S. LABS	SUMMER SCHOOL LABS (CHEMISTRY / BIOLOG...	350.00
SUMMER SCHOOL:SEA	SUMMER SCHOOL SEA	450.00
SUMMER SCHOOL:SS CAPE	SUMMER SCHOOL CAPE, PER SUBJECT.	250.00
SUMMER SCHOOL:SS EXTRA...	EXTRA SUBJECTS FORM 4 & 5 = \$200.00 PER S...	200.00
SUMMER SCHOOL:SS PER S...	SS FEE FOR 1 SUBJECT (EG IT ONLY)	150.00
BOUNCED CHQ	CUSTOMERS ARE INVOICED FOR RETURNED C...	
DAMAGES TO SCHOOL PRO...	DAMAGES TO SCHOOL PROPERTY, STUDENTS ...	
INTEREST ON LATE FEES	INTEREST ON LATE PAYMENT OF TUITION FEE...	

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1.1.3.5. Dispatching Results

- All students will receive notification that results are available. This will be by mail, e-mail or phone.
- No results are given unless all fees are paid. No certificates will be given to students who fail.
- All result sheets will be photocopied. Photocopies will be filed in students' record files.
- Originals will be sealed in an addressed envelope.
- Students will be asked to come to collect their results.
- Students must sign having received their results/certificates.
- If a student failed to come to collect results, PIMBS will verify personal address and then send results to the student's house.

- PIMBS Ltd. does not produce transcripts for students enrolled in programs from associated international institutions. All transcripts are provided by such institutions. A photocopy of transcripts will be kept in student file.
- Student transcripts, results and certificates are confidential information and are kept in a Student Files.
- No results are issued unless all fees are paid in full.
- No certificate will be issued to students who fail.

1.1.3.6. Award and Transfer of Credits

Students have the opportunity to transferring credits for work they have done prior to joining any course at PIMBS Ltd. through going through the Prior Learning Assessment.

1.1.3.7. Award of Qualifications

PIMBS Ltd. awards the qualifications for all locally developed programmes once the students have achieved the appropriate standard. Foreign bodies will award their certificate separately. Results for foreign programmes are dispatched online directly to students from the foreign body.

1.1.3.8. Student records

Student's records are filed in a filing cabinet by alphabetical order.

Each student is given a number composed of three (3) sections.

1. the year (last 2 digits of the year of registration)
2. the receipt number
3. the number of times the student returned
4. e.g. 97-34567-2

Student records are confidential and accessed only by authorized staff members.

1.1.3.9. Exams

PIMBS Ltd. follows the procedures with regard to exams for the relevant examination bodies.

For the Caribbean Examinations Council (both CSEC and CAPE):

Question papers are sent directly to the Ministry of Education. The Ministry is responsible for collecting written papers and dispatching papers to the examining bodies.

Results will be sent directly to students from the examining bodies. A copy of the result slips will be kept at the Institute and listed in student files.

Results will be sent directly to students from the examining bodies. A copy of the result slips will be kept at the Institute and listed in student files.

Security

Books and notes are not allowed in examination rooms (except for case studies)

- Mobile phones are not allowed
- Programmed calculators are not allowed

Seating Plan

This follows the instructions of the examination bodies

Seating plan is as follows:

- Desks are placed 1 metre apart
- Students are alone on a desk
- Students are positioned one behind the other
- Students will be asked to be present 15 minutes before the start of the examination
- Students are not allowed to leave within the first half an hour

Collation of written papers and dispatching of papers to the University and Examining bodies

Already described above

Prior to Examination

1. Inform students about examination dates and times.
2. Confirm with students their intentions to sit the examination
3. Ask students to fill in examination forms
4. At the requested time entry forms will be sent to the foreign body
5. Once in receipt of exam papers, PIMBS Ltd. will check the package carefully and provide the foreign body with acknowledgement feedback. This will be done in the presence of the Director and the Programme coordinator.
6. Papers will be kept in the safe in the examination Security Room.
7. The Ministry of Education will be informed of the foreign body Examinations date and will be called upon to invigilate the examination session.
8. Programme Coordinator will ensure that information, accommodation and materials are available prior to the examination.

These include:

- 1 seat number per desk
 - Student number
 - Stationery stamped with seal of PIMBS Ltd.
 - Return envelope
9. All stationery will be provided by the foreign body or by PIMBS Ltd. PIMBS Ltd. will stamp all stationery prior to the examinations and will ensure that students return all unused material to the invigilator.

During Examination

- 1) It is recommended that candidates arrive at the examination centre at least half an hour before the start of the exam.
- 2) Candidates are advised to kindly leave their personal belongings (bags, books) in a secure classroom.

- 3) The exam invigilators will guide the students accordingly with respect to the location of the examination room and also when candidates may be seated in the examination room.
- 4) Once students have comfortably settled into the examination room, the invigilators will ensure that exam rules are read to all candidates. These instructions may also be found on the wall at the entrances to the room.
- 5) Each examination room will be equipped with clocks, so as to ensure that all candidates are able to keep track of time while writing the examination.
- 6) In order to foster optimum exam conditions, signs which indicate, "Examination in Progress", will be posted on the door of each examination room. This serves to alert anyone who may be passing by the examination room that there are exams in progress and that their silence is greatly appreciated.
- 7) Invigilators will ensure that all students are well-equipped with essential examination material, as only select materials are permitted into the exam room.
- 8) Attendance sheets are also to be provided for the candidates to sign.
- 9) Once the attendance register has been signed, the invigilator will open the examination paper package and begin distributing the papers to each student.
- 10) It is advisable that students check to ensure that they have all of the pages in their test booklet.
- 11) Gentle reminders will be delivered to all students to write in only blue and black ball point pens. Furthermore, all students will be advised to avoid using correction fluid as this goes against examination policies.
- 12) Students shall be informed by the invigilators of when they may begin the examination.
- 13) Invigilation will continue throughout the entire examination.
- 14) Three time-check notices shall be delivered unto candidates. For example, candidates will hear, "you have one hour left", "you have half an hour left", "you have fifteen minutes left", as time draws nearer towards the end of the examination.
- 15) Unless otherwise instructed by the international body, one may not enter into the exam room with a dictionary or any other material containing information or answers.

- 16) It is recommended that candidates eat either before entering or after leaving the examination room, since eating is not permitted during an exam.
- 17) No extra time can be allotted to students who arrive at the examination less than 20 minutes late. Furthermore, a candidate who arrives more than 20 minutes late cannot be allowed to sit the examination.
- 18) Students may only be allowed to leave the room one hour after the commencement of the examination.
- 19) Any candidate who desires to use the washroom shall be accompanied by an invigilator.
- 20) Before leaving the examination room, students are to be asked to hand in all of their work, question papers, as well as any unused stationery.
- 21) In the event that a candidate is suspected of a breach of security or irregular conduct, his/her examination is to be stopped and he/she will then be required to leave the room. A report will henceforth be written to the programme coordinator of the foreign body.

After Examinations:

1. The invigilator will seal all envelopes and write necessary instructions on the envelopes.
2. All envelopes will be kept in a safe in the security room until all sections of the examination have been completed.
3. All envelopes will be sent to the respective foreign bodies through an International Courier Service Company, via Courier for tracking purposes.

Computer-Based Examinations

1. PIMBS Ltd. will ensure that all computers to be used for examinations are working properly prior to and during examination.
2. Students will have been familiar with equipment such as mouse, printer, keyboard prior to examination.
3. Each student will have a separate unit to work on during the examination. (Stand alone PC.)
4. PIMBS Ltd. will ensure that students access only authorized files.
5. For examinations where printing is necessary, students will be provided with a blank diskette and will print all scripts after the examination.
6. After verifying with the students that printing is complete, the invigilator will seal all scripts in the envelope provided by the foreign body. All envelopes will be kept in a safe in the security room until the final examination.
7. All envelopes will then be sent to the respective foreign body via International Courier Service Company.
8. PIMBS Ltd. will ensure that all assignments submitted will be the original work of the candidates.

Special arrangements and special considerations for examinations

PIMBS Ltd. is making great efforts to facilitate all students. A system has been developed to ensure the integration and comfort of students entering the program with disabilities such as visual/hearing impairment.

These facilities are available to students pursuing any local or international program.

This system includes:

- Provision of adapted papers
- Assistance with reading/writing
- Extra time allowance (up to 25% of the set time)
- Use of separate room

Students who require Special Accommodation and arrangements will be given a form to fill out in order to substantiate what is required for the special accommodations.

Special arrangements will also be communicated to the Ministry of Education for those examinations which they invigilate. .

1.1.3.10. Assignments

ASSIGNMENTS FOR CHARTERED INSTITUTE OF MARKETING (CIM)

PIMBS Ltd. is following the CIM procedures concerning assignments. This is in accordance with <http://www.cimlearningzone.co.uk>

Each course will be assessed by an assignment with a pass mark of 50%. Assignments will be sent to students via the Institute at the beginning of January or July of each year. Assignments should be submitted in word-processed form with one and a half spaced and large margins. Assignments should be stapled fastened with a treasury tag in the top left-hand corner.

Student who may meet some difficulties in the completion of their assignment may either contact CIM to apply to sit for another submission diet or can produce evidence of extenuating circumstances. Students are to follow strictly the rules against plagiarism and collusion as dictated by CIM.

Collection/return from students

Students will be given a deadline date to bring in their completed assignment to the Institute. The candidates are strictly to adhere to the PIMBS Ltd. deadline and NOT the CIM deadline, as the CIM deadline is for PIMBS Ltd. to adhere to.

Any student who brings in his/her assignment late, will either have to apply for extenuating circumstances or apply to CIM to send in the assignment for another diet.

Recording

PIMBS Ltd. will keep a soft copy of all assignments submitted by the student.

The information will be filed and not accessible to other students.

Marking

Marking of all assignment will be done by the CIM.

Locally marked assignments will use the following marking scheme:

“Pass” grades

A	70% or over
B+	66-69%
B	65%
B-	60 – 64%
C+	56 – 59%
C	55%
C-	50 – 54%

“Fail” grades

D (marginal)	45-49%
E	44% and below

For PIMBS Ltd. Associate Degrees and Bachelor Degrees the marking is out of 100 with a GPA rating of 4. All marks are generated on this scale.

Relaying marks/results to students

CIM will be sending the marks and results to the students. Locally the Secretary will contact the students by phone or emails to inform them that their results are available at the Institute.

INSTRUCTIONS FOR VISUALLY IMPAIRED CANDIDATES

Books and notes will not be allowed in the examination room. Extra time will be given to accommodate visually impaired students (30 minutes). Visually impaired students will be seated in a separate room and an invigilator will be supervising these students. Examination questions will be enlarged or a magnifying glass will be provided for the student. If necessary, another invigilator will be asked to read the questions twice for the student.

1.1.3.11 Distance learning students (See also Distance Learning Policy)

In relation to distance learning programmes that are offered by the Institute, the student as well as PIMBS Ltd. are responsible for different items:

Student responsibilities

1. All of the relevant forms for the desired course of study need to be filled out by the student.
2. Application forms are to be sent to the relevant foreign body by the students themselves. However, with the payment of a fee, PIMBS Ltd. will be more than willing to undertake the responsibility of sending the forms on behalf of the student.
3. The student is tasked with the responsibility of ensuring that he/she pays all registration fees to the particular external body. It is also up to the student to ensure that all payments made arrive at the external body.
4. The student is responsible for ensuring that all assignments are sent to the external body as well as responsible for the sending of that particular assignment.
5. In the specific case of the assignments sent for CIM, PIMBS Ltd. is the only entity which could send the assignment. The student is not authorized to do so.
6. With respect to the sending of CIM assignments, authority is not granted unto the student to submit their own assignments. Therefore, PIMBS Ltd. will take care of the submission of all CIM assignments.
7. The student is responsible for paying and sending the examination fee for the program. The student may post the fee to the external body before the deadline date or may pay on line. The student is also responsible for finding out the exact deadline dates for the payments for him/herself.
8. If the external body has chosen a centre in Trinidad to accept payment, it is the student's responsibility to make the payment to that center in order to sit the examination.
9. All students are held responsible for making payments to PIMBS Ltd. for their registration and tuition fees (for example, students pursuing Post-graduate courses will only have 50% of their tuition covered by “GATE” and therefore must pay the outstanding 50% on acceptance into the programme).

PIMBS Ltd. responsibility

1. PIMBS Ltd. is responsible for ensuring that the student receives a high quality of tuition.
2. PIMBS Ltd. is responsible for ensuring that the student completes his or her syllabus before exams.
3. PIMBS Ltd. is responsible for ensuring that once the student assignment has been received by PIMBS Ltd. that the assignments are sent to the foreign body (e.g CIM) on time.
4. All PIMBS Ltd. tutors that have been assigned to overlook student's work are responsible for reviewing those assignments efficiently, effectively and on time.

5. PIMBS Ltd. is responsible for notifying all students of official changes that have been made with regard to their course or programme.

1.1.3.12. Processing and Disbursing Transcripts

1. As soon as results are available, all students will be informed via telephone, mail or e-mail.
2. All result sheets will be photocopied. Photocopies will be filed in students' record files.
3. Originals will be sealed in an addressed envelope.
4. Students will be asked to come to collect their results.
5. In addition, once a student has received his/her results slip or certificate, he/she is kindly asked to sign a register for having received it. This serves to provide proof of when the student's results were collected.
6. In the event that a student does not collect his/her results, PIMBS Ltd. first ensures that his/her personal address is accurate and then the results are sent to the student's home.
7. With regards to courses such as ABE, and CIM, transcripts are provided by their respective foreign bodies and not by PIMBS Ltd.
8. Student transcripts, results, and certificates are confidential information and are kept in Student Files.

1.1.3.13. Local/Foreign Based Examinations

This is applicable for both local and foreign based examinations that are written locally.

The chief invigilator is tasked with the following responsibilities;

- a) Confirming that all exam papers are in place and that there are sufficient supplies prior to the examination.
- b) Verifying that the envelopes containing the exam papers are properly sealed. In the event that the envelopes are not sealed and the chief invigilator suspects that the packages might have been tampered with, then the invigilator will proceed to check with Administration.
- c) Reporting to the examination room at least 60 minutes before the commencement of the examination, so as to allow sufficient time for preparations to be made.
- d) Ensuring that seating and other arrangements are satisfactory before the start of the examination. For example, it is of utmost importance that the desks are of a suitable size and that they are placed at least 1 metre apart from each other. Furthermore, inspections must also be carried out to ensure that lighting and ventilation are in adequate supply and conducive to a comfortable examination environment.
- e) Making sure that clocks are prominently displayed and visible from every angle within the room.
- f) Posting examination posters outside of the exam room, in order to alert others that the particular room is being used to host an examination.

- g) Ensuring that the start and end times of the examination are displayed vividly for all candidates, so that they may be able to work with a well-proportioned time frame and keep a timely track of their progress throughout the examination.
- h) Overseeing that each invigilator signs the provided sheet register upon their arrival.
- i) Going through the supplies to certify that quantities are sufficient in the following;
 - Answer sheets.
 - Special paper (plain / graph / dimension / schedule as appropriate).
 - Fasteners to attach extra papers or booklets.
 - Any other material that is deemed appropriate for the examination.
- j) Clearly displaying notices which indicate the layout of the desks, so that candidates may easily locate their designated desks.
- k) Writing the candidate number on the desk to which each candidate has been assigned.
- l) Certifying that no books or papers have been placed in the toilets of facilities to which candidates may be escorted in case of an emergency.

Invigilators:

- 1) It is recommended that invigilators wear distinguishing apparel and appropriate identification badges, so that they may be easily recognized by the students.
- 2) Invigilators are also advised to improve the examination facilities where they may deem necessary, so as to ensure that candidates are comfortable to sit the examinations.
- 3) In order to ensure that the examination room is well prepared, it is advisable that invigilators arrive at the examination room at least 30 minutes before the start of the exam.
- 4) In the event that there is only one invigilator, provision is to be made for 'runner' to be available, so that messages can be taken to and from the examination room when the need arises.
- 5) Due to the fact that candidates may only enter the examination room 5 minutes before the start of the reading time, invigilators are advised to keep the door to the examination room closed. This serves as a control measure when preparing the room.
- 6) With respect to examination materials, any books, notes or papers are not allowed to enter into the examination room.

1.1.3.14. Class attendance/absenteeism

Each lecture is responsible for keeping attendance rolls to control students' absenteeism. In order to sit an examination, students must have at least a 75% attendance rate.

In the case of lengthy absenteeism, the lecturer will inform the program coordinator. The student / parent / guardian will then be contacted to verify reasons of absence. A note will be taken and then stored in the student's file.

Feedback will be given to the respective lecturers.

1.1.3.15. Leave of Absence, Withdrawals or Dropping/Adding courses

Students who wish to take a leave of absence, withdraw from their respective program or drop / add courses must do so in writing stating the reason(s) why and for how long (in the case of leave of absence). Such notification will be reviewed by the Principal and the student will be guided accordingly.

Once a class that the student has been enrolled in has commenced there will be:

1. NO REFUNDS
2. NO TRANSFER OF FEES

In order to drop or add courses, take a leave of absence or withdraw from any particular program, a student must do so in writing, giving reasons why and all pertinent information so that the Institute can make an informed decision about the student's request.

For full Refund Policy, please see the latest version of Student Rules and Regulations.

1.1.3.16. Reassessment

Definitions

Referral: a second attempt at the assessment of a module normally taken without further teaching input but a fee is attached to retake the assessment.

Repeat: a third attempt at the assessment of a module normally taken with further teaching input in the following academic sessions.

Referral

1. Students will have the right to a referral in any failed module **once only**
2. Referrals will normally be held in September, but where a field examination board determines that this is not possible (because of the nature of the reassessment, e.g., group or practical work), they will be held in the following academic session
3. Students referred in an element of assessment of a module must achieve a D3 in the referred element in order to pass the module
4. Students failing a module because of a failure in an element of module assessment will be referred in the failed element of assessment once only and will carry forward the other grade achieved in the element of assessment already completed successfully
5. Students will not be able to attain a grade point greater than D3 in any reassessed element of a module, but may achieve an overall module grade point that is greater than D3 when reassessment of an element occurs if the aggregate for the module warrants this
6. Students may not take referrals in modules they have already passed in order to improve a grade point
7. Students will not be required to take a referral in a module for which they have gained credit, if failing to progress to the next stage of the program

Repeat procedure

1. Students can only repeat a module or part of a module if they did not meet the requirements of the award examination board in this module or part of the module
2. Students may not be allowed to re-sit a module or part of a module in order to improve their grade point
3. Students will be advised of the possibility of re-sitting an examination when they receive their results
4. If a student wants to repeat an examination, he/she must inform the program co-ordinator
5. PIMBS will provide students with a repeat form
6. A copy of the completed form will be filed in the student's record file
7. A copy of the completed form will be given to the award examination board
8. Students will be asked to pay for the examination
9. Date, time and venue of the examination will be communicated to the student

Valid reasons for poor performance

1. If it is established to the satisfaction of an awarding examination board that a student's absence, failure to submit work or poor performance in all or part of an assessment for an award was due to illness or other cause found to be valid on production of acceptable evidence, the award examination board will act as follows:
2. The student concerned will have the right to be reassessed as if for the first time in any or all of the elements of assessment, as specified by the awarding examination board. If a student's assessment is affected by illness during the second attempt, the student shall be permitted to re-sit for the second time;
3. Where an awarding examination board is satisfied that there is enough evidence of the student's achievement or that evidence is subsequently obtained, the student may be recommended for the award as appropriate. In order to reach a decision an award examination board may assess the candidate by whatever means it considers appropriate;
4. An Aerotat may be recommended when an award examination board does not have enough evidence of the student's performance to be able to recommend the awards for which the student was a candidate or a lower awards specified in the scheme regulations but is satisfied that but for illness or other valid cause the student would have reached the standard required;
5. In the circumstances described in 2, 3, 4 and 5 above, the student must have signified a willingness to accept the award and understand that implies waiving the right to be reassessed under 1. above;
6. Depending on the circumstances, an award examination board will be able to exercise discretion in deciding on the particular form any reassessment should take. Options include *aural* examination, additional assessment tasks designed to show whether the student has satisfied scheme objectives, review of previous work, or normal assessment at the next available opportunity. The student will not be put into a position of unfair advantage over others.

Examination referral weeks

Examination referrals are taken in the last week of September and the last week of March. In some cases, the Examination Board may allow referrals at other times as in the case of viva voce or in the case of practical exams as cited earlier.

Students will need to keep this week free of commitments such as vacations, employment etc in case they are referred in any module(s).

1.1.3.17. Appeals procedure

In order to ensure that student receive fairness in term of results, special arrangement and special considerations, PIMBS Ltd. has established an appeal procedure.

All students sitting examinations for local or international programs.

Appeal procedures against results

1. When receiving their results students are advised of the possibility to appeal their results.
2. If a student wants to investigate his/her results, he/she must inform the program coordinator.
3. PIMBS Ltd. will provide students with an appeal form
4. A copy of the completed appeal form will be filed in the student record file.
5. A copy of the completed form will be given to the Award examination board
6. Students will be asked to pay for appeal/report fees (see table below)
7. After completion of the investigation from the award examination board, the student will be advised of the board decision

Appeal procedures against special arrangement or special consideration

When a student requests special arrangements or consideration for examination and for any reasons his request is not granted, the student has the possibility to appeal.

The appeal procedures for special arrangements and considerations follow the same procedure as the appeals procedure for results.

1. Students are informed of the possibility of appealing the decision given by the particular institution.
2. Students will fill the appeal form for the respective program.
3. Appeal forms will be sent to the institution.
4. Feedback will be given to students.
5. The entire process will be documented and recorded in student's file.

The exchange rate is 1 pound sterling to 13 TTD.

Service Number	Service	Description	Fee (£)	Fee (£)
1	Clerical Re-check	A full re-check of the marks for an individual candidate (per module / per candidate)	10.00	10.00
2	Re-mark	A re-mark of assessed scripts including a full clerical check for an individual candidate (per module / per candidate)	20.00	20.00
3	Re-mark and report	A re-mark of assessed scripts including a full re-check and a detailed report on an individual candidate's performance (per module / per candidate)	50.00	50.00
4	Re-mark and report on a group of candidates	A re-mark of assessed scripts for < 4 to 16> candidates for a given module including clerical recheck and a general report on the work of the group. Report on the work of individual candidates will not be supplied Per module for the first 5 candidates Each additional candidate up to a maximum of 15	200.00 18.00	200.00 18.00

1.1.3.18. Substitution of Subjects

- 1) Students may decide to substitute a subject with another one if they are encountering difficulty in completing the required workload or if they were unsuccessful more than twice in the examinations
- 2) Students will not be able to substitute a subject with a subject for which they have gained credit
- 3) Students will not be able to substitute a subject with a subject that they have already passed
- 4) Substitution of subject may affect the tuition price of the program in the following way:
 - a) If students make the substitution within the first two weeks of the module beginning and will attend classes immediately for the new subject, fee paid in the first subject will be transferred to the new subject

- b) If students make the substitution within the first two weeks of the beginning of the module and will attend classes the next trimester for the new subject, the student will be required to pay the full tuition fee for the new module
- c) If students make the substitution after the first two weeks of the beginning of the module, they will be advised to wait on the next intake (to ensure full coverage of the syllabus) and will pay the full tuition fee for the new subject

Substitution procedures

- 1) Students must inform the program coordinator of the intention to substitute a subject with another one
- 2) PIMBS Ltd. will provide students with a Change of Course Form
- 3) A copy of the completed form will be filed in the student record file
- 4) A copy of the completed form will be given to the award examination board
- 5) Students will be informed of appropriate fees to be paid
- 6) Students will be advised of the starting date of the new subject

1.1.3.19. Financial Aid

Since January 2006, the Government of Trinidad and Tobago has implemented a policy whereby students enrolled in approved tertiary level programs will receive assistance. For undergraduate programs, 100% of the tuition fees will be covered while for post-graduate programs, 50% of the tuition fees will be covered.

PIMBS Ltd. understands that Students may need financial assistance to cover other expenses. While at present, no scholarships or grants may available to students, PIMBS Ltd. has a relationship with the local banks where students can access such facilities provided that they meet the requirements of the financial institution.

A special arrangement has been made with the First Citizens Bank for a bursary of ten thousand (\$10,000) TTD to pursue specific courses in Environmental Sciences.

For Post-graduate students enrolled at the institute, the remaining 50% of tuition fees are expected to be paid upon admission into the program and the other 50% by GATE or the employer, however, in cases where a student cannot afford to do so, an agreement can be made between the Institute and the student whereby the student can pay such fees in installments. In the end however, the full tuition is expected to be paid before final examinations are undertaken.

1.1.4. Student Support

The Professional Institute of Marketing and Business Studies Ltd has designed its organizational structure to provide students of each program or department the maximum administrative and tutorial support.

Each program and department is managed by a program coordinator.

The following outlines the main responsibilities of the coordinator:

- Liaison with the international body.
- Coordination with administrative staff to ensure efficient registration of students.
- Management and Marketing of the programs.
- Liaison between the students and the international body.
- Coordination of students' registration with international body.
- Coordination of students' examination registration.
- Ordering of syllabus, registration forms, prospectus, brochures, and other materials necessary to the promotion of the programs.
- Ordering tutorial materials necessary for the delivery of the programs.
- Management of human, financial and material resources allocated to the programs.
- Supervision of the lecturers' delivery of tutorial.
- Liaison between the lecturers of the programs and the principal.

During the orientation, the students are introduced to the program coordinator and to the various lecturers.

The students are encouraged to provide the coordinator with any feedback, comments or observations.

1.1.4.1. Tutorial Care

All students can benefit from a system of TUTORIAL CARE. This is a monitor system which the students are either assigned to a lecturer or a student may request a singular lecturer to administer TUTORIAL CARE. During some mutually agreeable time, the student(s) will be able to discuss areas of difficulty in a small group if not as individuals only.

The students may also be able to benefit from the use of set tutorial exercises, CD's on the relevant subject and Video Tapes.

Students have access to three full-time teachers in various disciplines and two part-time teachers.

There is also an informal MENTOR program where the better students or past students adopt a weak student and administer appropriate assistance.

The TUTORIAL CARE and MENTOR program is self-regulating and self-monitoring.

1.1.4.2. Job Placement services

All students are eligible for the Job Placement program administered by the Human Resource Development Services. This is being done to give some degree of continuance to the Student members of PIMBS Ltd. and to assist in ensuring that student qualifications are accepted by local employers.

Students must provide:

- Passport sized picture
- I.D. number or other form of identification
- 2 references

- Resume / curriculum vitae
- Fill out the necessary form
- Pay a finding fee of \$300 TTD

1.1.4.3. Student guidance/counseling

PIMBS Ltd. seeks the well-being of all of its students. The Institute has in place academic and professional support covered in the Tutorial Care and Job-placement services section of this document. PIMBS Ltd. recognizes that at times, students may need support outside of academics due to personal circumstances, psychological support or spiritual guidance. The Institute has contracted the services of Father Warner and Isolde Ali Ghant for students who wish to seek such support.

1.1.4.4. Students' rights

Students and Members of the Professional Institute of Marketing and Business Studies Ltd. have the following rights:

- get tuition note from the library when they miss a class or seminar
- access to the computer lab
- access to professional tapes and CD's
- access to the internet
- access to lecturers and directors at a time set in advance
- access to the library
- complain about any aspect of the institute
- access to empty classrooms for team work and discussion
- receive the newsletters of the institute
- access revision classes
- foreign students will be given a letter of acceptance for application of student permit to the immigration department of Trinidad and Tobago

1.1.4.5 Cultural Activities and Safety when out and about

Students may be aware of the fact that Trinidad and Tobago offers a wide range of cultural activities which they are encouraged to participate in. To this end, the website Discover Trinidad and Tobago <https://www.discovertnt.com/events#axzz5Hy2Qww2K> offers a calendar of events for you to follow.

For travel tips and information, including safety and security, please click on <https://www.discovertnt.com/practicalities#axzz5LYE4Vp7T> for more details.

1.1.5. Student Feedback

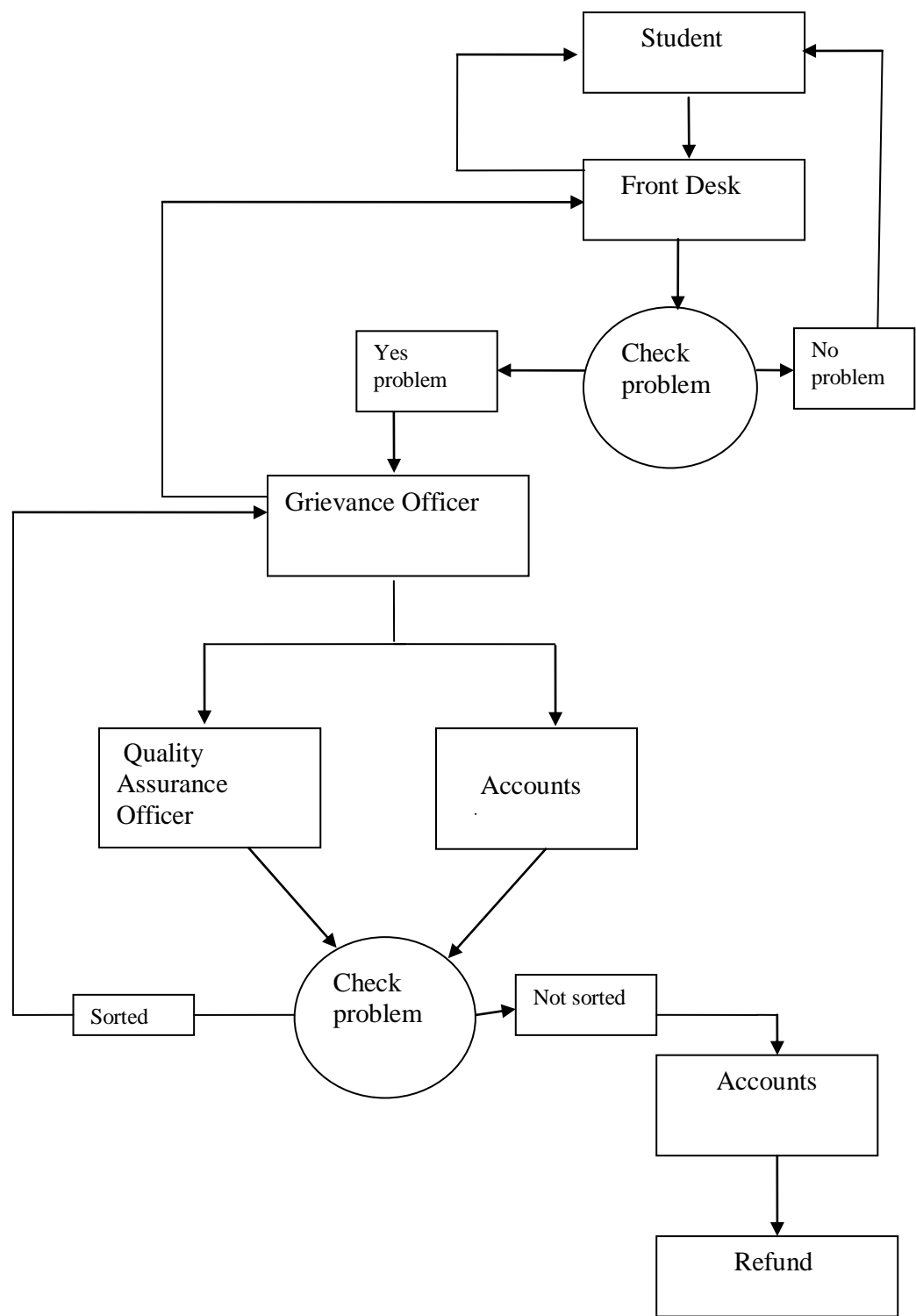
Every six months student are also asked to complete an anonymous questionnaire called the “Student evaluation form for Lecturers”, a sample which can be seen in Appendix 9.35.

1.1.5.1. Grievance

This takes the form of constant monitoring. Being a relatively small establishment, it is perhaps easier for a “disgruntled” student’s voice to be heard than in a larger one.

There is however, a formalized Grievance procedure (Mentioned under the section of Administration). The form used for students to file a complaint can be found in Appendix 9.3.7. All grievances must be placed in writing.

Flowchart showing Grievance Process



GRIEVANCE PROCEDURE

1. A PIMBS Ltd. Student may have an issue to bring forward, such as:
 - a. They are requesting a refund
 - b. Their foreign fees have not been paid
 - c. They are falling behind in a course and wish for an extension
 - d. They are unable to continue the course any longer for some reason
 - e. Their lecturer is in breach of contract
2. The Programme Coordinator (at the front desk) is the first person to receive the information pertaining to the issue (whether presented to them in writing or presented to them verbally) and deals with the issue accordingly.
3. If the issue can be dealt with at the point of the Programme Coordinator e.g. Item (b) above, and the Programme Coordinator can resolve the issue without involving any other member of staff, the matter ends there. However, if the Programme Coordinator is unable to resolve the issue it is then referred to the Grievance Officer or the school's Principal.
4. Depending upon the nature or seriousness of the problem, the Grievance Officer will deal with the Student directly or pass it on to either the:
 - a. Quality Assurance Department or
 - b. Accounts Department
5. Quality Assurance or Accounts Departments will then try to solve the issue. If the issue is solved, the solution is given back to the Grievance Officer who then forwards it to the Programme Coordinator. The Student would then be notified of the outcome by the Programme Coordinator, either in person or via telephone.
6. If the issue cannot be sorted out, it is referred to the Accounts Department for tracing of transactions and possible refund. Any requests for refunds must be made in writing and PIMBS Ltd. endeavors to settle valid cases within 14 days.
7. If no suitable recourse can be found to appease the Student and Administration the matter will be referred to the Board, and possible legal action will be explored.

APPEALS -

Appeals against the Outcome of Applications for Special Arrangements and Special Considerations

- a. If, having received the result of any application, the Student wishes to appeal against the outcome, the student may submit an appeal to PIMBS Ltd.
- b. The student must submit the appeal, in writing within 28 days of the date of notification of the decision.
- c. PIMBS Ltd. will inform the Student of the outcome of their appeal within 28 days of the date of the appeal
- d. The outcome of an appeal is regarded as final and PIMBS Ltd. will not enter into further correspondence about an appeal with the Student or any of their representatives after notification of the outcome of that appeal.

Objections to decisions of the PIMBS Appeals Committee

- a. Any objection to a decision of the PIMBS Appeals Committee will be considered by the PIMBS Appeals Review Committee.
- b. Any appeal from the Student must be in writing within 28 days of notification of the decision.
- c. Once an appeal is submitted all communications relating to the case must be in writing.
- d. No communication with candidates or their representatives will be entered into regarding an appeal.
- e. PIMBS Ltd. will inform the Student of the outcome of their appeal within

28 days of the date of the appeal.

- f.** The outcome of an appeal is regarded as final and PIMBS will not enter into further correspondence about an appeal with the Student or their representative after the notification of that outcome.

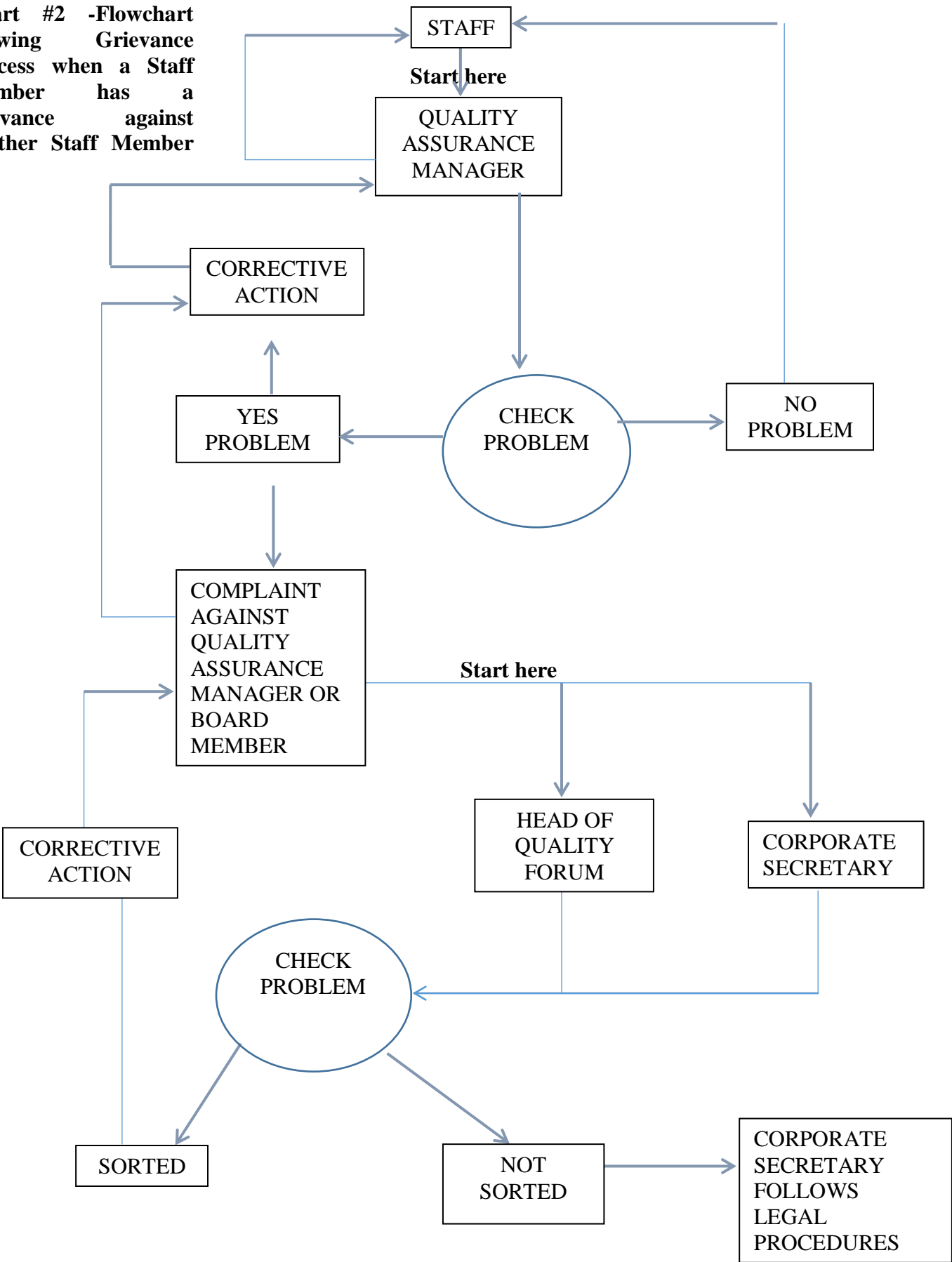
Appeals against the Outcome of Result Enquiries

- a.** If, having received the result of any enquiry, a Student wishes to appeal against that outcome, the Student may submit an appeal to the PIMBS Ltd. Appeals Committee.
- b.** Students must submit appeals, in writing, within 28 days of the date of the notification of the decision.
- c.** PIMBS Ltd. will inform the Students of the outcome of their appeal within 28 days of the date of the appeal.
- d.** The outcome of an appeal is regarded as final and PIMBS Ltd. will not enter into further correspondence about an appeal with the Student or any of their representatives after notification of the outcome of that appeal.

COMPLAINTS BY STAFF MEMBERS AGAINST STAFF MEMBERS

In the rare occasion that there is a complaint by a staff member against another staff member, the complaint must be made to the Quality Assurance Manager. The Quality Assurance Manager will investigate and then the flow diagram attached to this will apply. If the complaint is against the Quality Assurance Manager or any member of the Board, the Head of the Quality Forum must be informed. The staff member needs to place in writing their complaint to the Quality Assurance Officer II or to the Head of the Quality Forum, who will cause an investigation into the matter, and report to the staff member within 2 weeks. See Chart #2.

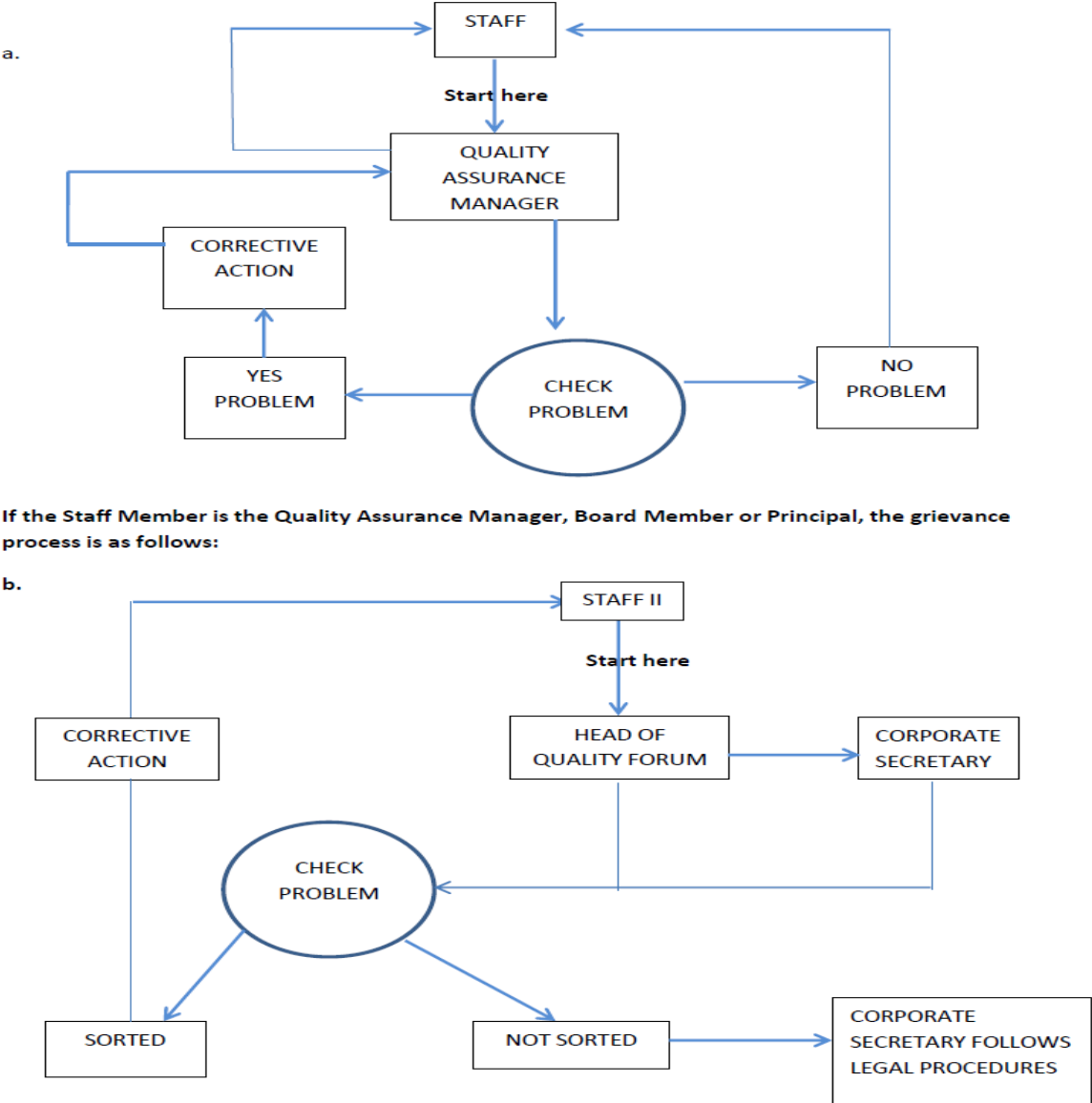
Chart #2 -Flowchart showing Grievance Process when a Staff Member has a grievance against another Staff Member



COMPLAINTS BY STAFF MEMBERS AGAINST STUDENTS

In the event of a staff member having a complaint against a student, the process in Chart #3a will be followed. Should the Quality Assurance Manager or a member of the Board have a complaint, a separate process is followed according to Chart #3 b. The nature of the complaint requiring Chart #3b to be followed, would have to be grave and severe in nature – for example, complaints involving violence against the staff member (in which case the Policy against Abusive Behaviour would be followed), discrimination, drug use etc. These would necessitate the council of the Corporate Secretary.

Chart #3 -Flowchart showing Grievance Process when a Staff Member has a grievance against a Student



1.1.5.2. Student Satisfaction Survey

Feedback from students is considered essential to the quality of service that the Institute provides and PIMBS Ltd. seeks to ensure the full satisfaction of all of its customers. PIMBS Ltd. achieves this through both informal and formal means, i.e. through casual discussions about their satisfaction with their courses or formal surveys such as a general survey (See Appendix) well as the Lecturer Evaluation form (see Appendix).

The information is collected and serious issues are usually dealt with immediate effect and the data is compiled and presented in the Institutes Self-Study report which is used in part of the overall quality enhancement of PIMBS Ltd.

1.1.6. Student Updates

Students can access the latest information via the School's Facebook page, fan page, website, notice board and by enquiry at the Front Office.

2. Appendices

2.1. *Student forms*

2.1.1. Enrolment form

THE PROFESSIONAL INSTITUTE OF MARKETING AND BUSINESS STUDIES

IDENTIFICATION NUMBER: I.D # OR D.P.#

Surname/Family Name:

First name:

Previous surname / family name (if applicable)

Title (Dr., Mr., Mrs., Ms, Miss, etc.)

Country of birth:

Country of permanent residence:

TIME OPTION PREFERRED 1ST AND 2ND CHOICE:

Full-time

Part-time

Saturday

PROGRAMME OF STUDY (tick appropriate box)

COURSE TITLE

C.I.M.
A.B.E.
OTHER

B.A.
M.B.A.

EMPLOYMENT EXPERIENCE

Employer	Title and duties of post	From	To

EDUCATIONAL QUALIFICATIONS

School / College / University / Educational Institute attended:

Name of Institution	Address	Qualification / award (include class / grade)	Dates (month- year)	Full-time
			From: To:	
			From: To:	
			From: To:	

FEES:

Tuition fees are to be paid upon Registration
Once a student has commenced classes there will be:
1. NO REFUNDS
2. NO TRANSFER OF FEES

A rebate may be requested at least two weeks prior to the commencement of the relevant course, the following conditions will apply:
1. A valid reason must be submitted with the request for rebate
2. If the rebate is granted, a processing fee of \$150.00 will be withheld.

Such rebates will be given TWO WEEKS from the date of request.

I understand that this registration is for tuition only.
N.B. All costs for the recovery of non-payment of outstanding fees will be borne by the applicant.
I have received a copy of the School’s Information and Regulation Booklet and hereby agree to abide by the policies and conditions of The Professional Institute of Marketing and Business Studies to which there are no EXEPTIONS.

Applicant’s Signature: _____ Date: _____

Thank you for choosing The Professional Institute of Marketing and Business Studies.

STUDENT INFORMATION

Last name

First name

Grade

Birth date

Middle name

Current date

CURRENT SCOLASTIC STANDINGS

Periods 1st2nd3rd4th5th6th7th8th

PARENTS OR GURDIANS ADDRESS CORRESPONDENCE TO:

Last name

Relationship

Address

First name

City

Postal code

Home phone

State or province

Day phone

Last name

Relationship

Address

First name

City

Postal code

Home phone

State or province

Day phone

OTHER EMERGENCY CONTACT

Name

Home phone

Relationship

Work phone

MEDICAL INFORMATION

Doctor

Address

Clinic

City

Postal code

Clinic phone

After hours phone

Allergies

Medical problems

Medication

State or province

Dr. Office phone

NOTES

2.1.2. Professional Courses Payment Schedule



THE PROFESSIONAL INSTITUTE OF MARKETING AND BUSINESS STUDIES LTD.

#1 Harris Street, Curepe, Trinidad, West Indies

Tel: (868) 662-PIMBS / 662-7467

Dear Parents / Guardian / Student,

The subject chosen is _____ for
_____ Course, which has a total fee of \$ _____ for
the period of _____ months to, the relevant examination.

This cost covers syllabus completion, revision and any additional classes to suit the needs of individual students. Students are therefore compensated for lost classes due to Christmas and / or Easter breaks at no additional cost. Absenteeism due to delinquencies of students will not reduce fees. If a student starts late, the same fee will apply, however the entire syllabus will be completed.

In order to accommodate easy payment, the total fee of \$ _____
_____ is split into monthly installments of \$ _____ .

REGISTRATION & EXAMINATIONS WITH FOREIGN BODIES

Students of PIMBS Ltd. are independently responsible for registering themselves for examinations with foreign bodies. Each foreign body has different deadline dates and criteria for registration. Please read the notice board or enquire at the front office for details.

Note: Foreign Bodies are free to change their fees without notice.

DECLARATION:

I have read and understood the above payment schedule, and hereby agree to abide by the terms and conditions stipulated by PIMBS.

Student / Parent / Guardian

Student Advisory (PIMBS)

Witness

Date: DD/MM/YYYY

2.1.3. Change of course form

Application for Change of Course

This letter is deemed authorized once it carries an authentic seal.

Name: _____

Date: _____

Subject(s) currently taking before
change: _____

Subject(s) requested to be
changed: _____

Reason(s) for dropping
course: _____

Subjects now taken AFTER change:

Date of change: _____

<i>For Official Use only</i>
Accounts: _____

2.1.4. Student appeal form

DATE:

NAME:

SUBJECT:

FOR OFFICIAL USE ONLY:

DATE: _____

ACTION TAKEN: _____

2.1.5. Repeat / Referral Form

Date: _____

Student Name: _____

Student Number: _____

Programme : _____

Semester: ☐ Trimester 1 ☐ Trimester 2 ☐ Trimester 3

Subjects to repeat _____

Signature : _____

For official use only:

2.1.6. Change of Course form

Date: _____

Student Name: _____

Student Number: _____

Programme : _____

Semester: ☐ Trimester 1 ☐ Trimester 2 ☐ Trimester 3

Subjects pursuing		Subject change
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Signature : _____

For official use only:

2.1.7. Evaluation of lecturers form

THE PROFESSIONAL INSTITUTE OF MARKETING AND BUSINESS STUDIES LTD.

STUDENT EVALUATION FORM FOR LECTURERS

--- Please complete this form and circle the appropriate rating for each category---

Lecturer: _____

Subject: _____Level: _____

Course: _____Time Option: _____

Date of evaluation: _____

CRITERION	POOR	FAIR			GOOD			EXCELLENT		
1. Punctuality	1	2	3	4	5	6	7	8	9	10
2. Dress	1	2	3	4	5	6	7	8	9	10
3. Adding Value to lecture	1	2	3	4	5	6	7	8	9	10
4. Communication skills	1	2	3	4	5	6	7	8	9	10
5. Knowledge of material	1	2	3	4	5	6	7	8	9	10
6. Tutorial Care	1	2	3	4	5	6	7	8	9	10

COMMENTS:

FOR OFFICIAL USE ONLY:

2.1.8. Student Survey



THE PROFESSIONAL INSTITUTE OF MARKETING AND
BUSINESS STUDIES LTD.

#1 Harris Street, Curepe, Trinidad, West Indies
Tel: (868) 662-PIMBS / 662-7467

Dear Students,

In order to help us serve you better, your comments and suggestions are greatly appreciated. Please answer the following questionnaire.

Please tick (✓) the appropriate answer.

- How did you hear about the Institute?
Newspapers ☐ Word-of-mouth ☐ Television ☐ Radio ☐ Flyers ☐
- How would you position the Institute in the tertiary Education Market?
Leader ☐ Follower ☐ Third ☐ Forth ☐ Other ☐
- How relevant are the programs offered at PIMBS Ltd. to the trends in the Local working environment?
Relevant ☐ Average ☐ Irrelevant ☐
- How relevant are the programs offered at PIMBS Ltd. to the trends in the International working environment?
Relevant ☐ Average ☐ Irrelevant ☐
- Is the program that you are pursuing structured in a learner-friendly manner?
Yes ☐ No ☐ Unsure ☐
- Would you recommend the Institute to your peers?
Yes ☐ No ☐
- Would you recommend the Institute to someone else?
Yes ☐ No ☐
- Is the quality of tuition on par with you expectation?
Yes ☐ No ☐

9. Please rate the following criteria (1 is the lowest and 10 the highest). Please

Continued on the next page

CIRCLE your answer.

- | | | | | | | | | | | |
|-----------------------------------|---|---|---|---|---|---|---|---|---|----|
| • Infrastructure | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| • Tutorial Care | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| • Library services | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| • Customer Service Responsiveness | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

10. Are you satisfied with the quality of communication with foreign bodies

Yes ☐ No ☐

11. What is the deciding factor in choosing a tertiary education centre?

- | | | | | | | | | | | |
|-----------------------|---|---|---|---|---|---|---|---|---|----|
| • Pass rate | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| • Infrastructure | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| • Quality of lectures | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| • Library services | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| • Tutorial care | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

12. Do you have any further comments and suggestions?

2.1.9. Grievance form

DATE:

NAME:

GRIEVANCE:

FOR OFFICIAL USE ONLY:

DATE: _____

ACTION TAKEN: _____