[Date]

[Applicant's Name]
[Applicant's Address]
[Applicant's Email]

**Subject:  Thank You Letter**

Dear [Applicant's Name],

Thank you for your interest in applying to the  diploma program in Early Childhood Care and Education offered at **Institute of Early Childhood Care and Education (IECCE)** in partnership with **Waigani Christian College (WCC).**  We are delighted that you are considering IECCE for your academic journey and for your future.

As an institute that nurtures Christian leaders focused on Early Childhood Care and Education, we take pride in our commitment to academic excellence and holistic education.  We appreciate your interest and look forward to your application.

To assist you with your application, we have provided a checklist of program requirement and enrolment process as your guide (see attachment).

We encourage you to visit our campus or contact our Admission Office for any questions you may have during this process.

Sincerely,


**The Admission Office**

# PROGRAM REQUIREMENTS

☐ **Application Forms and Required Documents**

Duly accomplished Application Form can be submitted in-campus or off-campus (via email) together with the supporting documents:

1. Certified copy(ies) of Academic Transcripts, Diploma, Certificates, and other relevant qualifications. Must be certified as true copies by a Commissioner of Oaths.

2. Three(3) recent Passport-sized 2x2 ID pictures.

3. Letter of Recommendation from priest, pastors, previous employer or any academic authority.

4. Medical Certificate (especially those with pre-existing condition).

5. Proof of Financial Support (if applicable).

6. Proof of Payment (i.e., Bank validated payment receipt). This fee is to be paid into the bank account below:

| Bank Name | Bank of South Pacific |
|---|---|
| Account Name | WCC Institute of Early Childhood Care |
| Account Number | 0000917195 |
| Bank Branch | Waigani Drive |
| BSB Code | 088 568 |
| SWIFT Code | BOSPPGPM |

☐ **Eligibility (Admission) Standards:**

You must have a Grade Point Average (GPA) of 2.0 or higher. Additionally, all academic records must show a grade of C or better.

☐ **Fees**

- Application Fee is K50 (non-refundable) to be paid in full.
- Tuition Fee is K6,500 annually for the duration of the program (2 years).
- Miscellaneous fees (if applicable, to be announced prior enrolment).

☐ **Application to be submitted to:**

The Admission Office
Institute of Early Childhood Care and Education
(i.e., Waigani Christian College)
Post: PMB 7086 Boroko, NCD
Email admission@pngcu.ac.pg

**IMPORTANT:** To process your application, you must include all documents certified as true copies, along with a proof of payment of application fee. Submission with uncertified documents or incomplete payment will not be considered. Application must be returned **on or before 31 January 2026 11:59 PM**.

# ENROLLMENT PROCESS

## Step 1: Application for admission
1. Obtain and complete application form
2. Prepare supporting documents
3. Pay application fee to the Bank
4. Submit the application form and supporting documents to Admission Office.

## Step 2: Evaluation and acceptance
1. Application review by the Evaluator
2. Receive notice of acceptance (Letter of Acceptance) via email
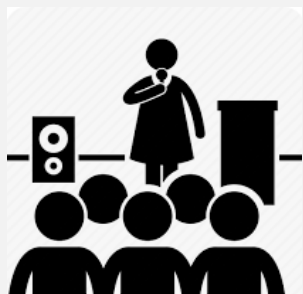3. Pay Tuition and Miscellaneous Fee (if applicable)

## Step 3: Registration and enrolment
1. Proceed to IECCE for academic advising
2. Ensure registration of program

## Step 4: Uniform and ID issuance
1. Ensure payment of ID and uniform fees
2. Submit ID requirements
3. Uniform measurement and collection
4. Issuance of ID and uniform

## Step 5: Student Orientation
1. Know orientation schedule date and time
2. Bring registration form
3. Attend Mandatory Student Orientation