

5. EXAMINATIONS AND EVALUATIONS

Students will be required to successfully complete various course work, examinations, projects, industrial attachment program and other forms of evaluation prescribed by MSOB. Various conditions apply to the eligibility for examinations. Students will only be admitted to examinations provided that the student has: (1) met all current financial obligations and (2) fulfilled the requirements of the course leading to the examinations. Examinations are administered at regularly scheduled times and students must be available during examination. Students failing to attend examination may be liable to pay a separate examination fee to have an equivalent examination set, administered and marked. Student assignments, projects and other MSOB CAMPUSES related work may be retained by MSOB or project sponsors for a period of up to 6 months for marketing and promotion purposes.

DECLARATION

I / We have read, understood and hereby accept the Terms and Conditions of enrolment for Millennium School of Business. I / We also agree to abide by the rules and regulations of MSOB and to pay fees as it may become due.

I / We confirm that I / we have read and understood the description of the program I have applied for and that the information provided prior to admission is correct to the best of my / our knowledge. I / We agree and confirm that MSOB reserves the right to withdraw / terminate the admission granted at any time in the event any information provided is found to be false or incorrect. I / We accept that Millennium School of Business reserves the right to amend fees and charges, curriculum, schedules, class structures and MSOB Rules and Regulations as prescribed in the Student Handbook during the course of Study.

I / We understand that while MSOB shall take all reasonable precautions in ensuring the physical safety of the students on campus, however, MSOB shall not be responsible for any harm, injury, disability (temporary or permanent) or death caused due to any accident / incident on MSOB campus.

I / We agree to comply with the code of conduct, rules and regulations supplied by MSOB and as may be amended /modified from time to time. Non-compliance of any code of conduct, rule or regulations may result in rustication, expulsion or any other form of punishment. The decision of the Principal / Head of Department in this regard would be final and binding.

Name of the Applicant _____

Signature of the Applicant _____ Date _____

Name of the Parent / Guardian _____

Signature of the Parent / Guardian _____ Date _____

Preferred Test Location (Location will be allocated as per availability):

New Delhi NOIDA Gurgaon

Document Enclosed	Please Tick <input checked="" type="checkbox"/>
Class X Marksheet	
Class X Passing Certificate	
Class XII Admit Card	
Class XII Marksheet	
Class XII Passing Certificate	
Candidate Identity Proof*	

*Passport, Pan Card, Driving License, Voter ID, School ID card

-----Tear Slip-----

Counterfoil - To be retained by student for Record.

Application Form No: UG-14-

Millennium School of Business

Name of Applicant..... Date.....

COURSE: BBA

Delhi Campus: 9B, Rajendra Park, Opp. Hotel Jaypee Siddharth, Pusa Road, New Delhi – 110060, Phone : +91-9654100829, +91- 8588865205

UG-14-



Affix passport size color photo

3.5cm X 4.5cm
White background

APPLICATION FORM - BBA

Please help us to process your application promptly and correctly by completing this form. **Incomplete or incorrect information could result in cancellation of your application.** Please print or write clearly in BLOCK letters. All applications should include the following:

- (1) Payment by Cheque / Demand Draft made payable to "Educomp Raffles Higher Education Ltd."
- (2) 3 Passport Size Photographs with white background
- (3) Attested Copies of all Educational Qualifications & Transcripts from SSC to Highest Qualification
- (4) Passport Copies (first & last page) or any form of address proof of Parent
- (5) Entrance Hall Ticket will be issued after receiving of the filled Application Form

PERSONAL DETAILS : Fill in the blanks as indicated & WRITE CLEARLY

*All information declared by the applicant is strictly confidential and will be used solely by Millennium School of Business

PERSONAL DETAILS

1. Name Mr./Ms.
First Name Middle Name Last Name
 (The name should be as in the certificate of the last examination passed)

2. Father's Name Mr.
First Name Middle Name Last Name
 (The name should be as in the certificate of the last examination passed)

3. Personal Details

- a) Date of Birth b) Age Years c) Gender - Male Female
 d) Blood Group e) Nationality - Indian Other

4. a) Residential Address _____

 _____ Pincode

Tel. No. _____ Mobile No. _____

E-mail _____

b) Address for Communication / Local Contact Address (for Outstation Candidates) _____

Pincode

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Tel. No. _____ Mobile No. _____

E-mail _____

5. Father's Name _____

a) Occupation (give full details) _____

b) Office Address _____

c) Office Tel. No. _____ Mobile No. _____

d) E-mail _____

6. Mother's Name _____

a) Occupation (give full details) _____

b) Office Address _____

c) Office Tel. No. _____ Mobile No. _____

d) E-mail _____

7. Parents' Income Rs. _____ / Per Month

8. Details of Contact Person in case of an Emergency (Compulsory Information)

Name of Contact Person	Address	Tel. No. (Res., Off.) & Mobile No.

9. Academic Qualifications

Exam Passed	Name of School last attended	Name of Board	Year of Passing	Subject / Stream opted	% of marks (Aggregate)
Class X					
Class XII					
Any other course					

10. Class XII Roll No (As Per Board)

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 (Mandatory)

11. Why do you want to do BBA? _____

Terms & Conditions of Enrolment:

1. ADMISSION POLICY

Admissions to Millennium School of Business, henceforth known as MSOB, is open to all individuals regardless of gender, race, religion or nationality (in accordance with Govt. of India laws pertaining to foreign nationals). Selection for admission is based on overall assessment through MSOBAT-UG*. MSOB reserves the rights to reject an application and to review a student's progress periodically. The admission is also subject to receipt of all documents requested by MSOB and if a condition has been placed on the admission, any required documentation (e.g. final transcript etc.) must be submitted within the time provided by MSOB. MSOB may, at its discretion, cancel a student's registration for non-submission of any document requested, lack of academic progress, irregular attendance of classes, failure to appear in examinations, misbehavior or misconduct, negligence in completing assignments, inattentive behavior and lack of commitment to the coaching facilities provided, failure to deposit fees or failure to abide by the Rules and Regulations prescribed in the Student Handbook. The decision of MSOB in such cases shall be final and binding. Admission fee shall not be refunded under any circumstances.

2. FEES AND CHARGES

Please check the website www.msob.edu.in for Programdetails .

Cheques / Drafts to be in favour of "EDUCOMP RAFFLES HIGHER EDUCATION LTD."

BANK DETAILS:

Account Name : Educomp Raffles Higher Education Ltd.
Bank : ICICI Bank Limited
A-9, Phelps Building, Connaught Circus, New Delhi - 110001
Account Number : 000705031012
IFSC Code : ICIC0000007
Currency : Indian Rupees (INR)
Mode of Payment : Local Cheque (payable at Delhi/Bangalore)/Demand Draft/Telegraphic Transfers (T/T)*

*All bank charges towards Telegraphic Transfers shall be borne by the remitter.

Terms and Conditions:

- The dates of payment are subject to change by MSOB. Any change will be communicated to all the students.
- Admission fee to be paid within stipulated date as given in the schedule, failing which student will not be allowed to attend the classes.
- Fee once paid is not refundable or transferable under any circumstance.
- Service Tax, as applicable in India, will be levied on all additional charges.

Additional Charges:

An amount of ₹ 5000/- needs to be submitted over and above the course fee amount as security. A cumulative late payment Charge of ₹ 100/- per day will be levied for non-payment of Course Fees after the stipulated deadlines from MSOB. An administrative fee of ₹ 500/- is charged for each dishonored cheque. Fees towards Duplicate Transcripts, ID Card, Program Transfer, Module Withdrawal, Retaking Module, University Examination, Re-sit/ Re-Evaluation, etc. will be applicable apart from the Course Fees. Further information will be issued by Students & Administrative Department. Service Tax as applicable in India will be levied on all additional charges.

Cost of application form is ₹ 750

The above fees paid are strictly non-refundable and non-transferable.

Review of Course Fees: MSOB reserves the rights to regularly review and make changes to the course fees without prior notice.

3. WITHDRAWAL

In the event of a student desiring to withdraw from the BBA (the "Course") to which He/She has been admitted by the MSOB, the student will be required to submit completed "Application of Withdrawal from the Program" form obtainable from the Student & Administrative Department. The student will be interviewed by the Student Services Manager. MSOB will consider each application on a case by case basis. An administration charge of ₹ 10,000/- will be levied. The first payment upon admission is strictly non-refundable and non-transferable. All installments due for payment are strictly non-refundable and non-transferable.

4. CURRICULUM REVIEW

Details of the curriculum are contained in the Course Outlines. MSOB reserves the right to regularly review and make changes to the curriculum without prior notice.