



# Capital Business School

## ADMISSION FORM

Application No. :

### PERSONAL DETAILS

Mr./Mrs./Ms.

D.O.B     Sex

Permanent Address

Telephone(s)

Corres. Address

Phone(s) / Mobile

E-mail

Father's Name

Occupation

Office Address

Phone(s) / Mobile

E-mail

### ACADEMIC QUALIFICATION (STARTING FROM HIGHER SECONDARY)

Year of Passing	Name of the Institution	Board / University	Subjects	Division & Marks Obtained

### PROFESSIONAL / OTHER QUALIFICATION

Year of Passing	Name of the School/College	Qualification / Degree / Diploma	Subjects & Specialization	Result

Work Experience (if any)

Test Taken	Score/Percentile	Date	Score/Percentile	Date	Score/Percentile	Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	MAT (Optional)		MAT (Optional)		MAT (Optional)	

Finance  Self Finance  Loan  Employer  Other

Preferred specialization  Financial Service & Banking  Sales & Marketing  Human Resource Management



**7. Extra Curricular Activities and Achievements. Give details:**

SPORTS ..... CULTURAL .....  
LITERARY ..... COMMUNITY WORK .....  
OTHERS .....

**8. Terms and Conditions**

1. Admission of a candidate may stand cancelled, if found that, he/she has submitted false/fake documents, or has made any incorrect submission in his/her application /interview.
2. Your admission is provisional and subject to qualify the scrutiny and final approval by the University. In case of non -approval/rejection of your admission by the University, for what-so-ever reason, CBS shall not be responsible.
3. Any Candidate found indulging in drug abuse, violence or improper behaviour or ragging or not adhering to the institute discipline, rules and regulations applicable from time to time, shall be rusticated without any notice.
4. Fee payable for every program is subject to review from time to time. Ensuring fee payment before the deadlines announced is the responsibility of the student. Non- payment of the prescribed fees by the due dates, will result in cancellation of registration and admission. None of the components of the fees once paid are refundable under any circumstances. Requests for refund of part or full fee or registration amount shall not be entertained in any case.
5. Due and reasonable care has been taken in obtaining the relevant approvals from the concerned University(s). CBS and its students are however bound by any change in the law(s)/government policy(s)/ judicial ruling affecting its University or any other programmes. CBS or its promoters shall have no liability in such an event if it has to discontinue / close/ shift its college(s)/program(s) due to any of the reasons mentioned above or otherwise.
6. Disputes of any kind are subject to the exclusive jurisdiction of Delhi/New Delhi Courts only, irrespective of whether courts in other areas have concurrent jurisdiction.
7. The student is aware that any 'optional courses' and 'foreign tours' are not included in the fees paid to the institute at the time of his/her admission. These will be delivered at the option of the student for suitable subsidized additional fees.
8. Every student is required to register on a prescribed form before the commencement of the academic year and other stages of their program of studies. This form also contains the rules and codes of conduct in the institute and the hostels. Copies of the above, collectively referred to as Student Rule Book, shall be available with the office during orientation.
9. The institute reserves the right of merger of subjects/amalgamation of curriculum in the academic interest of the students. Option for a particular specialisation will be allowed only when minimum 25 students opt for that specialisation.
10. The student is aware that all matters mentioned in the information brochure are subject to change from time to time without notice, depending upon ground realities, and Govt./University procedures and rules.
11. If student fails to furnish the proof of the mandatory minimum qualification by the stipulated date, his / her candidature shall be cancelled.
12. In case of any cancellation of admission / rustication or suspension of student / debarring for a reason from the institute, no fee or part of fee paid to the Institute would be reimbursed to the candidate.
13. Withdrawal from Admission:
  - a. Up to one month before the commencement of academic session: Refund of fees as per the University norms, i.e. after deducting the registration fees.
  - b. After starting of session no fee is refundable under any condition.

I have read and understood the terms and conditions of the admission to the MBA Programme at CBS and agree to abide by them. I assure the management and staff of CBS, that I will strictly follow the code of conduct, rules and regulations and various decisions taken by the authorities. I also understand that the rules and regulations are subject to change as per the decision of the Management.

Place:

Date: Parents/Guardian Signature

**FOR OFFICE USE ONLY**

Date of Receipt of Application : ..... Receipt No.: ..... Acknowledgment sent on : .....

Documents Missing 1 ..... 2 ..... 3 .....

Application Verified by: ..... Date: .....

Test Scores: ..... Prescribed Fees: .....

Selected / Not Selected : ..... Decisions notified to applicant on : .....

Signature Director

Signature Admin.