







General:

Do you have any disability or illness, which might affect your academic progress? Yes / No

**Applicant's Declaration**

I certify that the particulars given by me in the previous pages and documents enclosed in support of my candidature are true to the best of my knowledge and belief. I understand that the institute will have the right to ask me to withdraw from the programme if any discrepancies are found in the information furnished, or my performance does not meet the Institute's values and academic standards. I have gone through the programme details, prospectus, terms and conditions as mentioned in the prospectus and application form and I am fully satisfied with the programme. I also understand to abide by the rules, general discipline, dress code and norms of conduct of the Apex College of Management during the programme.

Place:

Date:

Name of Candidate:

Signature of Candidate

**Parents / Guardian's Declaration:**

We will fully back Mr. / Ms. .... (Name of the Candidate) financially during his / her studies for Programmes at the Apex College of Management and undertake that my ward will satisfy the terms and conditions, attendance requirements, academic standards, dress code & general behavior according to Institute's rules and practices. I have also gone through the programme details, prospectus, terms and conditions and I am fully satisfied with the programme.

Place:

Date:

Name of Parent / Guardian:

Signature of Parent / Guardian

**Checklist: Please note the following points**

1. Attach an attested photocopy of marksheet of Class X, XII, qualifying examination, proof of date of birth, MAT / CAT / XAT / ATMA Score Card
2. Enclose 5 additional passport size photograph and 4 self addressed envelopes.
3. Enclose the Application Processing Fee.

**Terms and Condition:**

1. Non-Liability: Prospectus / Application Form and all other Admission Correspondence will be sent by Post / Courier. The Institute is not responsible for Postal / Courier delays or loss in transit. 2. Non-refund of fees : All fees once paid are not refundable for any reason whatsoever. Only Security Deposit will be refunded after making necessary adjustments as required. 3.1 Cancellation of Admission: Apex College of Management reserves the right to cancel the admission of successful candidate under any of the following circumstances: (a) If the fees is not deposited by the stipulated date. (b) If the candidate does not join the particular programme by the stipulated date even though the Fee has been deposited. (c) If the candidate fails to furnish the proof of the stipulated minimum qualifications. 3.2 Provision of Non-Refund of Fees under clause 2 will also apply in cases under clauses 3.1 (b) and clause 3.1 (c). 3.3 The Institute may, at its discretion, withdraw facilities from, withhold the conferment of academic awards to, terminate the enrolment of or refuse to enrol or re-enrol persons who owe monies to the Institute. 4. Right of Alteration / Modification: (a) Management reserves its right to alter or modify the structure of any of the programs to attain the objective of excellence. (b) Apex College of Management reserves its right to modify, alter and / or include any other terms and conditions that may be deemed fit in the interest of the institution. (c) Institute reserves its right to change the fees structure mentioned in the brochure. (d) Institute reserves its right to change the campus location in and around NCR region or outside Delhi. 5. MBAII is a full time regular programme and upon successful completion of the programme requirements, the student is awarded a degree of Maharishi Dayanand University. 6. MBA Degree is an additional programme and is awarded through PTU approved by Joint Committee of UGC, AICTE, DEC and the institute has no control over the rules, guidelines, regulations and the place of examination for the same. The PGPM is an additional programme and is an offer from the Apex College of Management. 7. PGPM and PGPM Global are Business Skill Development Programmes of the Apex College of Management which is Industry centric and does not come under the purview of AICTE, State or Central Act, etc. 8. Jurisdiction: All disputes are subject to the jurisdiction of the Delhi Court only. 9. Limitation Clause: No dispute shall be raised after the expiry of 30 days from the date on which the process of admission and / or selection is completed for the respective batch commencement date. 10. The Institute reserves the right to cancel any of the courses in the event of an insufficient number of enrolments (minimum 15 students in each course). In such an event the amount deposited by the students will be refunded and no obligation of any nature what so ever will remain on the part of the management of Apex College of Management. 11. Minimum number of 15 students are required to start a specialization subject in level 2, if the minimum number is not achieved, management reserves the right to change the student's specialization subject to other available specialization streams. 12. Attendance: All students have to fulfill the attendance criteria of 85% fixed by the institute. 13. The institute reserves the right to ask the student to withdraw from the programme if any discrepancy is found in the information furnished in the application form or the documents enclosed to support the eligibility of the student, or the performance does not meet the Institute's values and academic standards as set forth by the institute's management and the fees deposited by the student would be forfeited. 14. The student has to abide by the rules, general discipline, dress code and norms of conduct of the Apex College of Management during the programme. 15. Dress Code: The student has to follow proper dress code of the Institute to maintain proper discipline. 16. Candidates are required to read the prospectus thoroughly. 17. Agreement Clause: All successful candidates shall be bound by the above mentioned terms and conditions of Apex College of Management and the affiliating university. 18. After joining the course each student has to follow conduct rules framed by the institute. 19. The Institute occupies several sites. The courses described may be offered on one or more of these, which may be subject to change. 20. Subject to the general principles of law, the Institute gives notice that it will not accept any liability for any loss or injury sustained by a student whether in connection with his or her studies or not. 21. The Programme fee of MBA II and MBA does not include the cost of visa, high season surcharge, passport and airport taxes, any increase in the air fare charged by the airlines on any air ticket, Porterage at airports and seaports, tips, insurance, laundry, mineral water, telephone charges and all items of personal nature and also food and drinks not forming part of the group menus or anything not specifically mentioned in the programme detail.