

INSTITUTE OF BUSINESS MANAGEMENT STUDIES
ISO 9001: 2008 CERTIFICATION

APPLICATION FORM NUMBER:

(Please fill clearly in block letters and mark tick in appropriate box)

Programme Applied For.....

(With specialization)

STUDENT DETAILS

First Name

Middle

Surname

Affix Self Attested Recent Photograph of Candidate

Date of Birth: Day Month Year

Sex: Male [] Female [] Marital Status: M. [] UM []

Nationality: State if: NRI [] Foreign Student []

Present Mailing Address:

.....

City District State

Pin Code:

Contact: ®..... Mobile

E-mail:.....

Permanent Mailing Address:.....

.....

City District State

Pin Code:

Contact: ®..... Mobile

Educational Details:

Sr.No.	Examination	Year	Board/Institute/University	% of Marks

STUDENT EMPLOYEE DETAILS

Employed: Yes [] No [] Total Experience:.....

Current Employer

DesignationDepartment.....

Previous Employee details:

Sr.No	Company Name	Duration	Department	Designation

Have you opted for fast track system to complete the course. Yes [] No []

If yes, have you enclosed fee for Fast Track System. Yes [] No []

Examination Mode:

- Open Book Examination : []
- Center Examination: []

Payment Details: Lump sum [] Installment []
Cash [] Cheque [] Demand Draft []

Fees:..... Balance:.....

Sr.No	Name Of Bank	Cheque/DD No	Date of Issue	Amount

Instructions

Completed application form should be sent to “INSTITUTE OF BUSINESS MANAGEMENT STUDIES”, F-2/A-6, Sector-9, VASHI, NAVI MUMBAI-400 703. By Registered Post/Courier/Speed Post. The application form should be accompanied with the required fee crossed Demand Draft drawn in favor of “Institute of Business Management Studies” payable at Mumbai.

Declaration

I have carefully read the Academic and Administrative Rules and Regulations of IBMS for Correspondence Programme as given in the information brochure and agree to abide by the same. I hereby declare that if I am enrolled in the programme applied, I agree to pay balance of fee installments on specified dates. Once the admission is confirmed, refund of fees won't be possible .I further declare that the information provided by me in the application is true to the best of my knowledge and belief. A list of enclosures is attached with this application form.

Date Place.....

Signature of Student

For Office Use Only

Application Received on..... Enrolment No.....

Admitted on..... Programme

Receipt No..... Date Rupees

Mode of Payment.....

Date of next Fee Installment if any.....

Dy. Director (Adm.)

INSTITUTE OF BUSINESS MANAGEMENT STUDIES.

NAVI MUMBAI.

APPLICATION FORM FOR ADMISSION

(Please fill clearly in block letters and mark tick in appropriate box)

1. Programme Applied For

(With specialization, if any)

.....

2. Name (In English).....

.....

Photograph

Rules & Regulations

- o Fees are subject to revision at any time.
- o Course once selected will not be changed under any circumstance.
- o You can change the course while taking admission or the same day of admission till the working hours.
- o Full fees have to be paid at the time of admission.
- o Fees once paid are not refundable under any circumstance.
- o Re - Exam Fess: Rs 500 per subject
- o Duplicate issues of Study Material Rs 1000/- per book & Rs 100 per Postal.
- o Duplicate Mark sheet & Certificate to be issued at Rs 5000/- per Mark sheet & Certificate along with letter Application
- o Student who are not able to complete the course in the given duration need to pay the late fees Rs 500 per Subject & complete the Course extended for 3 month.

Date

Place.....

Signature of Student

For Office Use Only

Application Received on

Enrolment No

Admitted on.....

Programme

Receipt No..... Date Rupees.....

Mode of Payment

Date of next Fee Installment if any.....

Admin

