



BUSINESS MANAGEMENT PROGRAMME

PROVISIONAL ADMISSION FORM - INTERNATIONAL

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BSBM
 (Level 4 Pathway for Top up to BSc(Hons) Business Management)
 With Integrated Foundation Course

DBM (Undergraduate)
 (Diploma in Business and Management)

Date of Application: - -

PERSONAL INFORMATION (PLEASE WRITE IN BLOCK LETTERS ONLY)

First Name:

Last Name:

Mobile No.: DOB:

E-mail ID:

Nationality: Gender: Blood Group:

Current Address:

City: Pin:

State: Tel: -

Country:

Permanent Address:

City: Landmark:

State: Tel: -

Country:

Passport No: Date of Issue:

Place of Issue: Expiry Date:

Passport Size Photographs

Left Thumb Impression in Blue Ink

FAMILY INFORMATION (PLEASE WRITE IN BLOCK LETTERS ONLY)

Father's Name:

Mobile No.: - E-mail:

Occupation:

Mother's Name:

Mobile No.: - E-mail:

Occupation:

ACADEMIC INFORMATION (PLEASE WRITE IN BLOCK LETTERS ONLY)

	GROUP MAJOR	YEAR	BOARD / UNIVERSITY	% / CGPA	GRADE/CLASS
Year 10 or Equivalent					
High School / Year 12 / AS/A Level or Equivalent					
GRADUATION (for Master's only)					
Any Other (if applicable)					

REQUIRED DOCUMENTS (SUBMIT 4 ATTESTED COPIES OF THE APPLICABLE MARKSHEETS/CERTIFICATES)

ACADEMICS

- Copy of Year 10 / IGCSE Transcript and Pass Certificate Copy of High School / Year 12 / AS/A Level Transcript and Pass Certificate

FOR POST GRADUATE COURSES

- All Semester Transcripts English Language Proficiency (if applicable)
 Convocation Degree / Provisional Certificate Leaving Certificate

PHOTO ID & ADDRESS PROOF

- Mandatory:** Passport Birth Certificate
 4 Passport size coloured photos with white background
- If required:** Country ID Sponsorship Documents (if applicable)

- Note:** 1. Additional information / documents if required by N|A|M|E Dubai, UAE / Awarding Body / KHDA
2. Attestation: The academic documents will need to be attested from University or concerned Ministry from home country and Ministry of Foreign Affairs in the UAE, as applicable.

BACKGROUND QUESTIONS

- Do you have a Valid Passport? Yes No
- Have you ever been refused a Visa to any country? Yes No
- Have you ever applied for any type of Immigration to any country? Yes No
- Were you ever removed from any country? Yes No
- Have you ever travelled outside your country of residence? Yes No
- Have you ever overstayed your authorized stay in any country where you were legally admitted? Yes No
- Have you ever been convicted of any criminal offence ? Yes No
- Do you suffer from a serious medical condition? Yes No

If you have answered "Yes" to any questions above, please provide more details.

STUDENT ASSESSMENT

Awards / Achievements (if any): Attach supporting documents

Job Experience (if any): Attach supporting documents

Which of the following personality traits and soft skills describe you best? (can tick more than one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Strong Work Ethic | <input type="checkbox"/> Problem Solving Skills | <input type="checkbox"/> Adaptability |
| <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Team Player | <input type="checkbox"/> Works Well Under Pressure |
| <input type="checkbox"/> Good Communication Skills | <input type="checkbox"/> Self-Confidence | <input type="checkbox"/> Leadership Qualities |
| <input type="checkbox"/> Time Management Ability | <input type="checkbox"/> Accepts Constructive Feedback | <input type="checkbox"/> Quick Learner |

According to you specify 2 key areas you need improvement in?

Your opinion about the Business Management Industry? _____

Why do you wish to enroll for this course? _____

GUIDELINES, INSTRUCTION & UNDERTAKING

IMPORTANT

Please read these terms & conditions carefully as they shall form part of the relationship between the Student and Nest Academy of Management Education, Dubai (N|A|M|E Dubai). It is important that you make sure that you have read and understood all of these conditions and confirm that you accept these conditions when you sign the Admission form. The terms and conditions apply regardless of changes made to a student's study programme or as originally stated on the Application form, subject to N|A|M|E giving reasonable notice of such changes wherever possible. Note: any reference to 'term' includes 'semesters'.

Provisional Application and Admission

- To admit a student at N|A|M|E Dubai, the "Admission Form" must be completed, signed by the Applicant and Parent / Guardian (wherever necessary). Send your application directly to dubai@nationalacademy.edu.in with all the required documents as per Admission Procedure Guidelines.
- Applicant needs to successfully complete the evaluation process including Interview, work experience documents as applicable.

Confirmation of Admission from the Awarding Body / University

- Applicants are advised to complete all the formalities for the said registration process very carefully including timely submission of required Academic Documents.
- Applicants shall receive Confirmation of Admission from N|A|M|E within 30 to 60 days from the date of submission of full set of Admission Documents and student visa application documents where applicable.
- The Awarding Body / University reserves the right to accept or decline the Admission to the study programme at its discretion. The decision of the Awarding Body / University shall be final and binding on all.

Centre for Examination and Centre for Study

- The location of the Centre for Examination shall be allotted by the Awarding Body / University and is subject to change as per Awarding Body / University norms and the applicable Regulations. Student shall be given reasonable notice wherever possible.
- Owing to the practical nature of the course, the place for delivery of the sessions and lectures will be at the discretion of N|A|M|E and will also be based on your choice of programme. If the programme is a multi-country delivery format programme then the delivery will happen at designated centres in those respective countries. The delivery may happen at partner institutions campuses or centres to maintain the quality of the course and programme and as may be deemed suitable by N|A|M|E Dubai.

Transfer to Universities or Colleges abroad

- Students must be aware that transfers to any overseas campuses, associated Universities or colleges are subject to the relevant visa requirements set by that country. Tuition fees, scholarships and grants are also unique to N|A|M|E Dubai and will not be applicable to the campus or university you will choose to transfer to.

Payment of fees

- Students are expected to carefully check the applicable fees and other charges applicable for the study programme and make payment on the defined due dates. Failure to do this may result in suspension from the programme, and/or cancellation of Admission.
- The cost of travel, transfers, visa, lodging, boarding, airfare or any expenses other than tuition fees of the programme will have to be borne by the student only.
- Fees are subject to change depending on the exchange rate at the time of payment.

Academic performance

- N|A|M|E Dubai reserves the right to withdraw from a programme or subject within a programme at any time, giving reasonable notice wherever possible, and will provide a suitable alternative Programme or subject wherever possible. N|A|M|E Dubai reserves the right to cancel any programme if the minimum recruitment level is not met.
- The student is accepted at N|A|M|E Dubai on the understanding that progression through the relevant programme is conditional upon satisfactory attendance in lectures, practical trainings, activities, internships, workshops and attaining reasonable performance targets.
- If, in the reasonable opinion of the Head of N|A|M|E Dubai, the student has not satisfactorily attended lectures or has achieved below 75% attendance or has failed to attain reasonable performance targets, N|A|M|E Dubai may not enter the student for public or internally accredited examinations or allow the student to continue with the programmes for which they are enrolled. In such circumstances the student may be offered suitable alternative Programmes or asked to withdraw from N|A|M|E Dubai. In the event of a student being withdrawn no refund of the fees /deposit will be made.
- Any student found to have misled N|A|M|E Dubai as to their qualifications, medical or psychological history, learning difficulties, or suitability for entry will be subject to expulsion from N|A|M|E Dubai without recourse to refund of fees already paid. Should an alternative Programme be more suitable, a student may be counselled on to such a Programme.
- Students need to earn minimum grades as per the requirements set forth for the programme they have enrolled for, by the Awarding Body or University.
- Students are required to wear N|A|M|E Dubai identification at all times while on campus.
- Students are required to notify N|A|M|E Dubai in writing within 7 days if there is any change in their address or contact details.
- Students using unfair means at examinations will be liable for strict disciplinary action.
- It is the responsibility of the student to read the important announcements made by N|A|M|E authorities from time to time. They will not be excused or be given any concession on grounds of ignorance.
- Bullying is totally prohibited in the Institution, and anyone found guilty of bullying and/or abetting ragging, whether actively or passively or being a part of the conspiracy to promote bullying, is liable to be punished in accordance with the regulations and under the provisions of the prevailing penal law.
- A candidate found indulging in drug / alcohol abuse, violence or improper behavior and does not abide by the rules and regulation as are relevant from time to time; he/she will be liable to be expelled and suitable reporting of the same may be done to relevant authorities.
- N|A|M|E Dubai is not responsible and liable for any loss or damage of the students' property; students are advised to insure their property against risks.

Administrative Fees for Re-assessment (Re-sits)

- For those students who do not submit coursework as per the deadline or attend an examination on the specified dates or alternatively do not pass their required assessments (coursework or examinations) in the first attempt will be offered a second attempt and an administrative fee of USD 145 per module will be applied. This fee is payable prior to the deadline for such reassessment and is non-refundable.
- Students who change their programme of study must pay the latest tuition fees for the 'new' programme.

- Students who interrupt their studies without prior and explicit approval from N|A|M|E Dubai, must pay the latest tuition fees at the time of returning to studies along with any other outstanding balance.

Tuition fees for repeating or retaking modules

- If a student receives a 'Fail' grade in any module and subsequently, upon receiving approval from the Programme Leader, repeats the module or alternatively enrolls for a compensating module, the student will pay the tuition fee for the module as per the most recent fee rate.

Cancellation

- In cases where the provisional admission is cancelled by the student, the following charges shall apply:
 - a) 15 days prior to commencement of classes – 100% of the tuition fee will be refunded except the Application fee for admission of USD 140.
 - b) From 15 days prior to classes commencement date upto First two weeks of commencement of classes – 70% of the tuition fee will be refunded.
 - c) Post two weeks of commencement of classes – no refunds will be applicable.
 - d) Admission charges collected & paid to Awarding & Authentication Bodies paid at actuals - not eligible for refund.
 - e) Charges incurred on behalf of the student on translations, attestations, equivalence or other such administrative charges paid at actuals – not eligible for refund.
 - f) Registration and enrollment charges or evaluation charges paid to Awarding Bodies / University will not be refunded.
 - g) If due to rejection of admission due to fraudulent practices (false degree, marksheets etc) No Refunds.
- Written cancellation must be given to the Head of N|A|M|E Dubai and receipt will be acknowledged in writing. Failure to provide written cancellation will incur the full term fee applicable.
- If cancellation is due to non clearance of the eligible examination thereby, disqualifying the student for the study programme - In normal circumstances N|A|M|E will refund all tuition fees paid excluding USD 140 registration fee. Full written details including evidence of his/her failure of the examination needs to be provided by the student. The said information is to be provided by the student not later than 14 days from the date on which the results were declared.
- In case of the Admission declined by the Awarding Body / University for reasons that are beyond the control of N|A|M|E Dubai, then the applicant will get refund of all tuition fees paid.
- Tuition fee charges are determined on the basis of enrolment status and not actual attendance. This means that if students stop attending, but do not formally withdraw from or interrupt their studies, they will be liable for tuition fees until the point in time that they officially notify N|A|M|E Dubai. Students should contact the Student Office for the formal process of withdrawal from or interruption of studies.
- When students complete the formal procedures for interruption of studies (temporary withdrawal), prior to the relevant deadlines listed below, they can be eligible for transfer of tuition fees. Here the term 'transfer of tuition fees' refers any balance of fees paid by the student in excess of the amount due, which will be carried forward and credited to the next enrolment period. The credit may be carried forward for up to one academic year and is non-refundable.
- All transfers of tuition fees are at the discretion of the N|A|M|E Dubai.

Student Visa Application

- N|A|M|E Dubai processes Student Visa for International and Local students studying on any of our academic programs.
- Student visas are issued for duration of 12 months at a time; hence an undergraduate student may require 2 or 3 renewals during their course of study at N|A|M|E Dubai.
- The process normally takes upto 30 days and typically applications undergo a security check by UAE government authorities (which may occasionally result in delays beyond the control of N|A|M|E Dubai). You are advised to apply as early as possible if you require a Student Visa.
- For expat students residing in the UAE who wish to apply for student visa, and for all international students, Student Visa cost of USD 1000 has to be paid along with admission form (i.e. after acceptance of application form by N|A|M|E Dubai). This cost includes the cost of student visa, medical check in UAE and Emirates ID residence card. This does not include medical insurance charges.
- Students need to apply for medical insurance in Dubai, before processing Emirates Residence ID card. Students can procure the medical insurance themselves after coming to UAE, or to smoothen the process N|A|M|E Dubai can apply for the same as a part of Student Visa processing.
- The students need to pay USD 250 to N|A|M|E Dubai if they want the college to process one year Medical Insurance along with Student Visa processing. This is recommended by us.

Refund of Student Visa charges

- After the student entry permit (permission to enter into UAE as a student by Immigration authorities) is granted, then there is no refund of student visa charges.
- If UAE immigration does not issue the entry permit (permission to enter into UAE as a student), then 75% of the student visa charges will be refunded. The 25% deduction is towards charges from the Immigration and various other authorities.
- **Withdrawal**
- In order to withdraw a student from a Programme, or from part of a Programme that has already commenced the student is required to give notice, in writing, at least 12 weeks before the start of the term in which the withdrawal takes effect. Failure to give such notice will oblige the student to pay N|A|M|E the remainder of the academic term's fees plus one term's fees in lieu of notice.
- In the event of a student being withdrawn without a 12 weeks' written notice being provided to the Head of N|A|M|E and receipt acknowledged in writing, fees will be charged for the remainder of the current term plus a full term's fees.
- If a student wishes to transfer from a Programme that has already commenced onto another the student is liable for the full academic year's fees amounting to the higher of the two programmes.

Medical provision

- N|A|M|E is unable to refund fees when the student is absent (from Programmes) due to illness or injury or other emergency, unforeseen event or change in personal circumstances. The Fee Payer is therefore advised to arrange adequate insurance to provide cover for the refund of fees in such cases of illness or injury or other emergency, unforeseen event or change in personal circumstances.
- If, as a result of illness or injury or other emergency, unforeseen event or change in personal circumstances, a place at N|A|M|E is cancelled, or a student is withdrawn from a Programme, then the relevant charges or fees will apply.

Grounds for exclusion

- The student must abide by Awarding Body / University and N|A|M|E Dubai's rules, as set out in the Prospectus, Circular & Guidelines or announced by the Head of N|A|M|E Dubai from time to time.
- N|A|M|E Dubai reserves the right to require a student's withdrawal including immediate withdrawal from a Programme, or part of a Programme, for a serious or aggravated disciplinary or behavioural matter including continued or repeated misconduct, or if it is considered by the Head of N|A|M|E that such a withdrawal is in the best interests of the student or the study group.
- In the event of a student's temporary or permanent exclusion from a Programme, or expulsion from N|A|M|E, no refund of tuition or other charges for the current academic year, deposit, will be made.
- Students are required to maintain appropriate levels of attendance and may be expelled should this fall below the required level.
- It is important that N|A|M|E Dubai is made aware of any welfare or medical conditions or disabilities. If a student arrives at N|A|M|E with a pre-existing condition which was not declared at the time of application, N|A|M|E reserves the right to either ask the student to leave N|A|M|E or to send the student for private medical or psychological treatment or for tests, which will be at the student's expense.

Penalties and fines

- The student is liable for any breakages, loss or damage caused by the student to the premises in which the student is being taught or at the place of work.
- N|A|M|E Dubai may impose a reasonable penalty or fine for other forms of misconduct such as contravening health & safety regulations or infringing N|A|M|E Dubai policies.

Personal property

N|A|M|E Dubai does not accept responsibility or liability whatsoever, including liability through the acts, omissions or negligence of its employees, agents or assignees for the student's personal property, and the student is advised to take out personal insurance to cover any loss or damage to personal property which may occur while the student is at N|A|M|E Dubai although the Student, Parents or Guardians for the student should take independent advice on the content of such policies before committing themselves.

Publicity

By enrolling with N|A|M|E Dubai, the Student, Parents or Guardians consent to the reasonable use of the student's details and academic achievements, including images or recordings of the student howsoever made, for promotional purposes.

Liability

N|A|M|E Dubai shall not be liable for either death or personal injury suffered by any student, though utmost care will be taken by N|A|M|E Dubai. Parents and the student agree to notify N|A|M|E of special dietary needs, allergies or other medical conditions where special arrangements have to be made. Parents and students also agree that N|A|M|E may administer any non-prescription medication or first aid as is deemed appropriate and to seek medical, dental or optical treatment when required.

Reservation of rights

N|A|M|E Dubai reserves the following rights: a) to alter the content, nature and venue of a Programme / Examination at any time b) to alter the details of any published information at any time c) to alter method of payment if deemed necessary at anytime.

Practical Training on Real Events

By enrolling with N|A|M|E Dubai the Parents or Guardians for the student consent to the student participating in Practical Training on Real Events, N|A|M|E Dubai trips and other activities off N|A|M|E premises and to be given first aid or urgent medical treatment during the activity or N|A|M|E Dubai trip.

Student Declaration

I agree that I am required to use my best endeavours to meet the requirements of the programme selected and to abide by the rules and regulations of N|A|M|E. I further agree to keep myself updated and also to abide with all future amendments or changes made in Academic guidelines, Training & Internship requirement, Study Center, Examination Center and other terms of Admission, I understand that if I breach any of N|A|M|E's rules or my behaviour is deemed unacceptable by N|A|M|E, including poor attendance or unsatisfactory progress, my Admission may be cancelled and I agree that I will not be entitled to any refund of the tuition fees or other charges paid to N|A|M|E.

Student's Name: _____ Signature: _____

Parent's / Guardian's Name: _____ Signature: _____

Date: _____ Place: _____

FOR N|A|M|E OFFICE USE (TO BE FILLED BY THE COLLEGE / INSTITUTION)

Name as per University / Awarding Body : _____

Student Enrollment No.: _____

Student Registration No.: _____

Student Fees Receipt No.: _____ Date: _____

Academic Year: _____

Transfer to another university in last year: Yes No

Remarks: _____

Prepared by:

Checked by:

Approved by: