



MIDCITY SCHOOL OF BUSINESS SKILLS

APPLICATION FOR ADMISSION

DIPLOMA/CERTIFICATE PROGRAMME



Adm No: _____

Name: _____
 (Surname) (Other name)

Address: _____

Phone No: _____ Nationality: _____ State of Origin: _____

Date of Birth: _____ Sex: Male Female Marital Status: _____

Name of Parents/Guardians/Next of kin: _____ Relationship: _____

Address: _____ Occupation: _____

Have you any physical disability? Yes/No _____ if yes, state the nature disability: _____

Programme applying f or: _____ Dipoma _____ Certificate _____

EDUCATIONAL BACKGROUND

Name & Address of School Attended	Date Attended		Certificate Obtained	Year of Award
	From	To		

EMPLOYMENT EXPERIENCE

Employer	Address	Positon Held	Date		Major Responsibility
			From	To	

Who are your sponsor for the course? Self Parent Employer others(Specify)

Name two persons as referees, one of whom must be a person under whom you have worked or studied.

Name Address

A: _____
 b: _____

For Official Use Only

Remarks by: 1. Academic Coordinator: _____
 2. Student Coordinator: _____

Signature of Application _____ Date _____ Academic Coordinator _____

Admission Procedure

Student should collect admission form from administrative office and submit filled form along with below listed document in the administrative office.

(1) Guarantor letter (2) Passport Photography (3) Photo copy of credential or Mark sheet from their schools/institutes/colleges of last recent qualifications.

Condition for the Payments:

The fees can be paid in cash/cheque or direct transfer to the academic account (2) No refund for any payment will be done.

Student Rules and Regulation

- (1) Student must be punctual to school. They must be in the class before 5mins of the time 90% attendance is most.
- (2) No student should live the academy premises without the permission of the concern Trade faculty.
- (3) No student should be absent without leave letter. The leave letter should be signed by the parent/guardian and submitted to the class teacher.
- (4) For any leave due to unavoidable reasons, permission from the Trainers/Academic head should be sought and obtained in advance.
- (5) Student should not loiter in the Academic premises/class rooms. If to do so, the school reserves punishment.
- (6) Academy shall not be responsible for any loss of money, Ornaments and other articles during training hours.
- (7) Students will not be allowed to meet parents or visitors during the class hours without the permission of the Trainers.
- (8) Student suffering from infections and contagious disease shall not be permitted to attend the school until full recovery.
- (9) Academy shall not be responsible for liabilities of an unforeseen incident like accident or illness of the student that may happen at school during the school hours.
- (10) Mobile phone are to be switch off during class hour.
- (11) A student who fails to appear for the final examination without specific reason will not be considered for re-examination.
- (12) The school reserves the right to dismiss a trainee on the ground of irregular attendance, serious misconduct, disobedient or discourteous behavior toward teachers, any kind of malpractice or objectionable behavior, not in keeping with the good tone of the school inside the premises or elsewhere.
- (13) No money collection for any purpose is allowed to be made in the school without prior permission of the Academic coordinator.
- (14) Academy will not be responsible for any incident happen to student like accident or sickness outside the Academy campus. The misconduct leading to accident will be the responsibility of students and nit the academy. Any damages/breakages happen dus to misconduct of student if will be recovered as per the market price.
- (15) Student should display the ID card when they're inside the Academy campus.

Parent/Guardian Responsibilities

- (1) Whenever Parent were intimated to visit the Academy from the Academy management their presence is mandatory.
- (2) Ensuring that their children attend regularly and on time.
- (3) Assiting school staff in dealing with disciplinary issues.

Student sign

Parent sign