

Documents to be submitted with Application Form

S/N	Description	Number of Enclosures
1.	Fee Demand Draft/Cheque No. _____ drawn in favor of Oak Business School (Monotechnic)	
2.	Self attested copy of birth certificate	
3.	Self attested copy of qualifying examination (Mark sheets & Certificate)	
4.	ID/Address Proof (Nepa Bill)	
5.	Affidavit/Any other document if needed	

To be admitted the prospective student must have credit in English and Mathematics plus any other 3 credits.

S/N	Subjects	Grade Obtained	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Terms and Conditions

1. The information contained in the information brochure is only for general guidance and should not be treated as legal document. It could be changed or modified from time to time by competent Authority of the Monotechnic.
2. The fee, once paid, is not refundable.
3. **Cancellation of Admission:** The Monotechnic reserves its right to cancel the admission of successful candidate under any of the following circumstances
 - a. If the fee is not deposited by the stipulated date.
 - b. If the candidate does not join 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.
 - d. If the strength of the admitted students in a particular course is not adequate.
4. The competent Authority of the Monotechnic reserves the right to alter or modify the structure of any of the programs to attain the objective of excellence.
5. The Monotechnic reserves its right to change the existing fee structure.
6. The Monotechnic reserves its right to modify, alter and/or include any other Terms and Condition that may deem necessary in the interest of the student.
7. **Jurisdiction:** Any dispute pertaining to admission, or any matter as a student or alumnus of Oak Business School Monotechnic shall be subjected to the Jurisdiction of the Federal High Court only.
8. Cultism and Ragging within or outside the Monotechnic is prohibited. Whoever directly or indirectly commits, participate in, abets or propagates cultism and ragging within or outside the Monotechnic shall be punished which may extend to fine/expulsion/rusticate/imprisonment.

9. Agreement Clause: All successful candidates shall be bound by above mentioned Terms and Conditions of Oak Business School Monotechnic

UNDERTAKING TO BE SIGNED BY THE CANDIDATE

- I am applying for the above program to this Monotechnic having understood the curriculum and other aspects relating to the degree/diploma etc; with sound mind and health without being influenced by any quarter for the best interest of my academic career.
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- I hereby declare that the information given in the application form is complete and accurate. I understand and agree that misinterpretation or omission of facts of any such case are not known to me.
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- I shall abide by the decision of Admission Committee for all purpose. I accept the terms and conditions of the Monotechnic for Admission.
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- As a full-time Student, I am neither pursuing nor shall pursue any other course as well as undertake no to engage myself in any job after my admission to Oak Business School Monotechnic, until the registration for the completion of said course work.
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- I will attend all the Theory, Tutorial and Practical Classes and will maintain attendance above 75% in each subject in every session in order to be able to appear in the examination as per ordinance of the Monotechnic in force and that shall be binding on us. We are fully aware that the attendance will be given only to the registered students for the session/semester.

Date: _____ Signature of Candidates _____

UNDERTAKING TO BE SIGNED BY THE PARENT/GUARDIAN

I _____ do hereby solemnly affirm and undertake that:

1. My son/ daughter/ ward, has submitted this Application Form for Admission with full understanding and with my express permission; and I shall hold myself responsible for his/her good conduct and behavior as a student of Oak Business School Monotechnic and adhere to the relevant provisions.
2. I shall, be responsible for payment of all his/her fees and other charges during his/her stay in the Monotechnic and pending dues, penalty, etc.
3. I shall be responsible for any sort of liability arising and any civil or criminal case lying against my son/ daughter/ ward during the course of study in the Monotechnic
4. I endorse the undertaking given by my son/ daughter/ ward will not involve in any cultism or raging activity within or outside the Monotechnic (In accordance with the Supreme Court's ruling on ragging as a crime. Person involved in this act will be penalized by the Monotechnic Authority)

Date: _____ Signature of Candidates _____

Official Use Only: (Registrar Comment)

Comment:

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Admission status:

Name of Officer:

Signature/Date: