

## ONLINE COMPREHENSIVE MBA- APPLICATION FORM

This online Comprehensive MBA is provided by InterActive and validated by Concordia University Chicago (CUC).

We look forward to welcoming you onto this Comprehensive MBA, which is validated by CUC and powered by InterActive. Please ensure that you read through the following information carefully. It contains a step-by-step guide to completing the application form, and will help make the process as straightforward as possible.

In addition, our programme advisors are available to answer any of your questions in person, or over the phone, so please feel free to contact us if you have any further queries regarding the application process.

### **STEP 1: Complete the application form**

- Authentic copies of your qualifications, certificates and complete transcripts for all years of studies
- A copy of your passport
- An English copy of your CV/résumé
- Two reference letters (academic and/or professional). Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)
- A scanned copy of a recent passport sized colour photograph (jpeg, 150\*150 pixels)
- Proof of English Proficiency

### **STEP 2: Ensure that you have enclosed all the supporting documents listed on this application form**

### **STEP 3: Send a completed copy of your application form and copies of all the relevant documents to your programme advisor by email**

### **Application deadlines**

Due to a high demand for these online graduate programmes, we advise you to apply as early as possible, taking into consideration the deadlines for scholarships and bursaries where appropriate.

## SECTION 1: Selecting your online programme

<input type="checkbox"/> 1-year Comprehensive MBA (Fast-track)
<input type="checkbox"/> 2-year Comprehensive MBA

## SECTION 2: Selecting your intake

Please select your intake of preference.

- April 2015
- August 2015\*

\*Subject to change

## SECTION 3: Completing the application form

Please complete the following form to the best of your knowledge.

Please note that all official communication with regards to your application and the course will be sent by email. It is vital that the email address provided is valid and checked regularly. The email address needs to remain valid for the duration of the programme.

<b>PERSONAL INFORMATION</b>		
First Name: [ ]	Last Name: [ ]	
Title: [ ]	Date of Birth: [ ] / [ ] / [ ]	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Permanent Address: [ ]	Mailing Address: [ ]	
ZIP code: [ ]		
Daytime Contact No: [ ]	Fax: [ ]	
Evening Contact No: [ ]	Cell Phone No: [ ]	
Valid Email Address (mandatory): [ ]		
Nationality: [ ]	Country of Birth: [ ]	
Country of Permanent Residence: [ ]		

## EDUCATION AND QUALIFICATIONS

### Higher Education

Please state the most recent qualifications first, and attach any relevant copies of certificates and transcripts.

Institution	Award	Specialization (if any)	Average Grade	Date Started	Date Awarded

Exams to be taken or results pending:

### English Language

If English is not your first language, you will need to provide proof of the level of your proficiency. Please indicate to us which test/tests you have completed, or have registered to take.

Institution	Award	Specialization (if any)	Average Grade	Date Started	Date Awarded

### Additional Languages

	Native Speaker	Spoken/Beginner	Expert
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Professional Qualifications**

Title of Qualification	Date Awarded	Direct Exam or Exemption (please state which)

**EMPLOYMENT HISTORY**

Please provide us with brief details of any previous employment or work placements. List these in chronological order, displaying the most recent position first.

Dates From/To (DD/MM/YY)	Name & Address of Employer	Title of Position

You are required to submit a FULL Curriculum Vitae (CV) with this application form.

- Yes, I have enclosed my CV

**STATEMENT IN SUPPORT OF APPLICATION**

Please give further information in support of your application. This must include the reasons for your choice of programme, and what you feel that you can contribute to our course. Please write no more than 500 words. You may continue on an extra sheet if necessary.



## DECLARATION OF A CRIMINAL RECORD

### Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences by ticking the appropriate box on the application form.

Have you ever had a criminal conviction?  Yes  No

## CREDIT TRANSFER CLAIM

Do you wish to claim for a credit transfer? Please tick the relevant box.

Yes  No

All exemptions and requests are considered on an individual basis, and are granted at the discretion of InterActive.

No exemption will be granted unless a specific application has been made. No exemption request will be considered after the start date of the registered programme.

## TERMS AND CONDITIONS

Before completing this form, please ensure that you have read the full InterActive Terms and Conditions displayed on InterActive's website ([www.studyinteractive.org/terms-and-conditions/](http://www.studyinteractive.org/terms-and-conditions/)) as well as the additional Terms and Conditions written below.

On registering for an InterActive graduate programme I, [REDACTED], acknowledge that I have read, understood and agree to abide by the full (i) InterActive Terms & Conditions and (ii) additional Terms and Conditions written below.

Registration on an InterActive graduate programme constitutes full and irrevocable acceptance these Terms and Conditions.

### 1. Student Warranties

- a) The student warrants that all documents and information supplied are true, authentic and correct.
- b) Where the student has supplied incorrect, fraudulent or misleading information, the student will automatically be withdrawn from the course, and will not be entitled to a refund of any fees paid.

### 2. Programme Fees

- a) Unless a student opts for an installment plan and pays in full the deposit and first installment amount, full payment is required prior to dispatch of study materials or release of online user IDs and passwords. Students who have not paid will not be granted access to InterActive platform.
- b) Where a student pays any amount by installment, they will be charged an administration charge of \$50 per installment.
- c) Tuition fees are subject to change.
- d) Non-payment of fees –InterActive reserves the right to suspend and dismiss any student, at any time, for non-payment of fees or breach of student contract. No fees will be refunded for any student dismissed under this clause.

- e) InterActive reserves the right to charge interest at 10% per annum on overdue amounts, which will be charged on all accounts more than 7 days overdue.
- f) All fees exclude amounts payable to any professional bodies for student registration, exemptions and examination entries, which are payable by the students (and/or their sponsors, as applicable) and InterActive accepts no responsibility for this.
- g) Certain packages which include hard-copy study manuals may incur shipping charges which are additional to the course fees. In case of international delivery, the student is solely responsible for any customs, duties and local taxation which may be imposed.
- h) Funds received but not utilized or refunded in accordance with these Terms and Conditions will be forfeited to InterActive.
- i) **Course registration and fees, login credentials and course materials are non-transferable between students.**

### 3. Refunds Policy

- a) Any refund made by InterActive will be paid to the original payer using the original method payments.
- b) In order to comply with the Consumer Protection (Distance Selling) Regulations 2000, students will be entitled to a full refund if they notify InterActive of their desire to cancel within 7 days of registration and payment. This provision is subject to the student not using the online study platform for more than 30 minutes.
- c) All Applications for refunds must be made via our online channel. Students must submit a ticket at <http://refunds.studyinteractive.org/>. Applications for refunds which are not submitted in accordance with the above will not be considered.

### 4. Published Programmes

InterActive reserves the right to alter published programmes, change tutors, course specifications, cancel or change the content of lectures and/or study materials, and to alter dates and locations from the previously published materials. All programmes and courses are available subject to student demand.

### 5. Dates of Programmes

InterActive reserve the right to alter start dates of programmes. All course timetables are subject to change.

### 6. Access to Online Resources

- a) InterActive does not guarantee availability of the online resources and other added-value services due to reasons beyond their control, including technical faults and limitations.
- b) Fair usage policy applies to access of study material, including study videos. InterActive reserves the right to restrict access based on operational requirements (including bandwidth consumption) to ensure fair access to all students.

### 7. Withdrawal

- a) The student agrees that he/she cannot change, defer or withdraw from the programme without prior consent from InterActive. Any failure to start the course as scheduled, without prior notification of the school's authorities, will lead to expulsion from the course. No refunds will be given.
- b) Where a student has withdrawn from the programme without prior consent from InterActive, InterActive reserves the right to pursue the student for outstanding fees.

### 8. Deferrals

A deferral can be processed up to one future intake (one year) if InterActive is notified in writing in advance. An administration charge of \$50 (inc. VAT) will be invoiced by InterActive and is to be paid before a deferral can be processed.

### 9. Exclusion

To the extent permitted by law, we, other members of our group of companies and third parties connected to us hereby expressly exclude all conditions, warranties and other terms which might otherwise be implied by statute common law or the law of equity.

### 10. Regular Updates

InterActive Terms and Conditions are subject to change. We communicate changes through updates to our websites. It is advisable to regularly check for updates.

## DECLARATION

Before you submit your application form, please make sure you have enclosed all the necessary information. Note that applications cannot be processed without the specified documents.

- A completed application form
- Certified copies of your qualifications, certificates and transcripts
- A copy of your passport
- An English language copy of your CV/résumé
- Two reference letters (academic and/or professional). Please ensure that reference letters are on letterhead paper, stamped and dated (not older than 6 months)
- A scanned copy of a recent passport sized color photograph (jpeg, 150 \* 150 pixels)
- Proof of English proficiency
- A valid email address
- The name of your programme advisor

a) I have read the above and I certify that the information provided and the statements made by myself are, to the best of my knowledge, true and accurate.

b) I hereby agree, if admitted as a student at InterActive, to observe and comply with all Terms & Conditions, policies, procedures and guidelines.

c) I agree to InterActive processing my personal data contained in this form, as well as other personal data that InterActive may obtain from me, or from other people connected to my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes, in accordance with the principles of the 1998 Data Protection Act.

Date

/  /

Signature