

## **APPLICATION PROCEDURE**

**for**

**Bachelor of Business Administration in Academic Mentorship with Trent University, Canada.**

### **Obtain the Application Form from the University Offices located at the following places**

- Chitkara University Admissions Office: Saraswati Kendra, SCO 160-161, Sector 9-C, Chandigarh-160009, India.
- Chitkara University, Chandigarh-Patiala National Highway (NH-07), Punjab, India.
- OR Purchase the same at Book Stores [Details available on the website i.e. [www.chitkara.edu.in](http://www.chitkara.edu.in)] on payment of Rs. 2100/- in cash.
- Candidates can also request for Application Form through registered post by mailing their request along with a DD of Rs. 2100/- drawn in favour of Chitkara University payable at Chandigarh to the following address:

### **Chitkara University Admissions Office**

Saraswati Kendra, SCO 160-161, Sector 9-C, Chandigarh-160 009, India.

OR

Unit No. A201-202, Elante Mall Office Complex, Industrial Area Phase 1, Chandigarh-160 002, India

OR

Download the Application Form from the University website [www.chitkara.edu.in](http://www.chitkara.edu.in) and send it to Chitkara University Admissions Office along with a Demand Draft of Rs. 2100/- drawn in favour of Chitkara University, payable at Chandigarh.

Candidates are required to ensure that they submit the duly filled Application Form along with the relevant documents in the enclosed self-addressed envelope to reach on or before the last date of submitting the completed application form. Applications received after the last date will not be accepted.

### **Eligibility**

- Successful completion of Class XII in any stream with a minimum of 65% aggregate overall (CBSE, ISC, IB Diploma, State Boards, Cambridge) with 60% in Mathematics. Eligibility into the program will also consider those students without Mathematics in XII since BBA curriculum will have 2 Mathematics courses that all students are required to study and clear with requisite passing grade which is a mandatory requirement for transferring to TrentU in Canada in the third year.
  - Minimum of 65% in English in Class XII.
- OR
- Achievement of a minimum score of 6.5 bands on the IELTS English proficiency test with no band less than 6
  - TOEFL (Test of English as a Foreign Language) - score of at least 570 (or 230 if computer-based score), plus a minimum TWE (essay) score of 4.0, or IBT score with no section below 20. Mandatory personal Interview with our Academic Team.

**INVEST IN YOUR FUTURE**

You will save close to 1/3rd of the international tuition fee for a similar program at TrentU, Canada in BBA when you will study first two years at Chitkara University. Our students have an option to transfer to TrentU after successful academic completion of their first two years with us and meeting other transfer requirements.

**FEE STRUCTURE**

**Fee for 2 years of Bachelor of Business Administration at Chitkara University, India**

PROGRAM	Course Duration	Fee Per Semester	ETS*/CAS**
Bachelor of Business Administration	2 Years	Rs. 1,75,000/- (Sem 1) Rs. 1,75,000/- (Sem 2) Rs. 1,75,000/- (Sem 3) Rs. 1,75,000/- (Sem 4)	20,000 (ETS) 20,000 (CAS)

\*Fee for Educational Technology Services (ETS) payable at the time of Admission.  
\*\*Fee for Career Advancement Services (CAS) payable alongwith the 2nd Semester fee.

**Estimated fees per year for 3rd and 4th year at Trent University Canada\***

Tuition	CAD 34,000
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\* Fees mentioned may change and should only be used as an estimate for the fees in the future. The cost is calculated per year and will vary depending on the units you choose.

Students continuing in the 3rd Year of the Bachelor of Business Administration program at Chitkara University campus will be required to pay a nominal program fee of Rs. 50,000/- per semester for the 3rd Year and upon completion, will graduate with the BBA degree from Chitkara University.

## GENERAL INFORMATION

### Fee Payment Schedule

1. The fee shall be paid either in cash or by Demand Draft in favour of "Chitkara University" payable at Chandigarh or in online mode.
2. All enrolled students shall pay the fee twice a year, once per semester.
3. Delayed payment of fee will attract a fine as per the rules and regulations of the University.

#### Cancellation of Seat

In case a candidate, does not report for the registration in person on the date of registration as notified in the academic calendar, his/her seat shall be forfeited.

#### Fee Refund Rules

Fees once paid will be refunded in full subject to a deduction of Rs.1000/- towards processing charges if application of withdrawal is made on or before commencement of the session.

In case withdrawal application is made after the commencement of the session fees will be refunded after a pro rata deduction along with deduction of Rs.1000/- towards processing charges.

**The fees shall be refunded within 90 days of the commencement of the academic session if the refund application is submitted before the start of the session.**

#### Registration

The candidate must get registered for a program on the first day of the academic session. If a student fails to register and continuously absents himself/herself for a period of one week or more, then his/her name shall be struck off the rolls of the University.

#### Uniform

The students at Chitkara University are required to wear the uniform provided by the University on all working days.

#### Attendance

The University is of the view that regular attendance of the classes would go a long way in ensuring that a student derives full benefit from the academic delivery at the University. Accordingly, the University gives weightage to regular attendance of the classes. It is mandatory to maintain 75% attendance in your courses.

#### Laptop

Every candidate, who gets admission in the program is required to buy a laptop. The laptop will be required on the first day of the classes. The University will make arrangements to give the required configuration of the laptop and will make it available on the University microsite - [admissions.chitkara.edu.in](http://admissions.chitkara.edu.in). A student is free to buy the laptop of the required configuration from the place of his/her own choice.

#### Settlement of Disputes

In case any student seeking admission/admitted to any of the disciplines available in Chitkara University, raises any dispute with regard to any order passed by the Admission Committee and/or enforcement, interpretation of the terms of the admission or any other matter covered by the Regulations of the University and/or the terms given in the Prospectus, the same shall be settled by the Registrar of the University or his nominee, whose decision shall be final subject to the condition that the dispute, if any, is referred to the Registrar within 15 days from the date of arising of the dispute.

## **IMPORTANT INSTRUCTIONS**

Candidates should note the following:

1. Incomplete Admission forms will not be accepted.
2. All admissions are given on provisional basis subject to the verification of eligibility for the course as laid down by the University.
3. Since no mid-course admissions can be made by the University to fill a vacancy caused by mid-course withdrawal. No objection certificate or Migration/Transfer Certificate for a mid-course withdrawal to a student of any category including child/ward of NRI/International students shall only be given by the University to a student after he/she has deposited the balance years fees and any other dues outstanding to the University.
4. Candidates must bring all the original certificates with them at the time of submission of fee.
5. It is mandatory for the applicant to keep a photocopy of the application form before submission.
6. Last date of receipt of application form shall be notified on [www.chitkara.edu.in](http://www.chitkara.edu.in)
7. Candidates are advised to visit the University website [www.chitkara.edu.in](http://www.chitkara.edu.in) regularly for updates.

### **Applicability of Regulations in Force**

Notwithstanding the nature of the program spread over more than one academic year, the regulations in force at the time a student joins a program shall hold good only for the examinations held during or at the end of the semester. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students, old or new, as specified therein.

### **Disclaimer**

The statements made in this prospectus and all other information, contained herein are believed to be correct at the time of publication. However, the University reserves the right to make, at any time, without notice, changes in and/or additions to the regulations of the University and conditions governing the conduct of students, requirements for degree, fee and any other information, or statements contained in this prospectus either on its own or under any rules or regulations imposed by Government/UGC/M H RD. No responsibility will be accepted by the University for inconvenience or expense encountered by its student or any other person for such changes, additions, omissions or errors, no matter how they are caused.

### **Jurisdiction**

All disputes will be subject to jurisdiction of the Courts at Chandigarh City only.