



## COURSE REGISTRATION FORM Form Applicable for Edexcel Students

**Term:** June/ July      September      January      Other \_\_\_\_\_  
**Year:**      - - - -      **Mode:** Morning      Evening  
**Program:** Executive Human Resources Management (EHRM)  
                  Executive Business Management (EBM)

**Personal Details**

Student No: 900 - \_\_\_\_\_

Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Tel: (Res) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

UNITS Completed (Filled by student)	Course Title	EHRM	EBM	ADD (yes/no) (Filled by student)	Office Use Only
YES	LABOR LAWS (SAMPLE ONLY)	X		YES	
	HUMAN RESOURCES MGMT*	X	X		
	LEADERSHIP	X	X		
	HUMAN RES DEVELOPMENT	X			
	BUSINESS ADMIN	X	X		
	MANAGEMENT REPORT*	X	X		
	HUMAN RES STRATEGY	X			
	STRATEGIC MGMT	X	X		
	FINANCE		X		
	MARKETING		X		

\* Compulsory Unit

Total Number of Courses taken in this term: \_\_\_\_\_ (in words) / \_\_\_\_\_ (in number)

**Undertaking by the student (Please read carefully)**

*I understand that I have asked for admission into the above courses for the term \_\_\_\_\_. I have read the Student Guidelines published in every booklet provided by CEE and will abide by the rules and regulations for the same. I have attached the fees(individual module students only) for the above courses. I also understand that this form needs to be submitted by the last date of registration else I may not receive the materials etc on time. CEE reserves the right to allow me to sit class.*

Signature of the Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

The student has completed all requirements, as per pre-requisites and the fee payment as per agreed payment plan, if applicable. The registration has been/ has not been approved.

**Program Coordinator:** \_\_\_\_\_ **Officer of Accounts:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**\*\*\* PLEASE READ \*\*\***

## **The Course Registration Form**

The main objective of the form is to keep track of the courses the student is enrolled in for the term and to make sure provisions are made to accommodate the various needs.

### **Steps to fill the form**

1. Complete the form in **CAPITALS** using a Black or **Blue** pen (use permanent ink pens) OR type on the form.
2. Please complete accurately all personal details as requested, referring at all time to the Student ID Card provided by the CEE.
3. Confirm the term and program of registration.
4. Please choose as many courses as you can fit in your schedule by writing “ADD” in the ADD column against the course. Students are advised to take maximum upto 3 courses per term. Some students request upto 4 courses per term. This would require prior permission from the Course Director.
5. Students are free to take courses in the mornings, evenings or both should they be offered.

### **After the form is filled**

1. If you have already paid (applicable for Executive Diploma students) fax the form to the Centre for Executive Education at +9714 3664684.
2. Individual Module Students and those transferring to Diploma status: Take 2 copies of the completed form to the Officer of Administration before the last date of registration as mentioned at the bottom of the form along with the fees for the same. Students have the flexibility of making breaking the fees as per payment plan. The fees should be paid in cheques only (payees account) drawn in favor of “Centre for Executive Education” or maybe deposited into Centre for Executive Education bank account directly.

The cheques need to be dated as per information provided by the Officer of Administration.

Upon receipt of the complete registration form and the fees, the Officer of Administration will provide a receipt and stamp the 2<sup>nd</sup> copy of the registration form and provide it for the students reference.

### **Delay in Form Submission**

Delay in form submission delays all subsequent processes and leaves the centre and the faculty looking disorganized. Please note that it is very essential for us to be fair to all students – hence the deadline as mentioned will be honored and no exceptions made. If you are on holiday, inform the CEE management of the same via email or you may register early. If the forms are delayed by 10 working days beyond deadline, they will not be accepted for the current term and will be automatically moved to next term or the term where the course is offered again.

Please make sure that all the requirements are completed on time. This would help us in maintaining our efficiency and student services.

Thanking You,

Yours Sincerely

**CEE Management**