



**Terms & Conditions :**

- 1) Incomplete form will be rejected, It is compulsory to attach an attested photocopy of mark sheet of previous class and one recent passport size photographs to the admission form. The student should also staple three recent passport size photographs along with the form.
- 2) It is compulsory/mandatory to provide e-mail ID / Mobile No. of the student / father / guardian. The result of tests or any other information by the Institute will be sent to the student on e-mail ID/SMS/Call (any one) ,If he/she has not given his/her e-mail ID /mobile no. in the Admission Test form at the time of admission Institute shall not be responsible for correspondence.
- 3) Any change of address should be notified in writing to the office within 7-10 days.
- 4) In case, if the teachers feel that the student is not working hard, indiscipline , disturbing, irregular in attendance, not responding properly then he/she may be expelled from the Institute. The decision of the in charge in this regard will be final and binding on the student. No fee or part of the fee will be refunded in such cases.
- 5) If a student is absent without prior information for more than 15 days, he/she may be deemed to be expelled. The decision of the Managing Director will be final in this regard.
- 6) The institution has absolute right to expel a student, if he/she is found adopting unfair practices during the screening test. In that case, screening test fee wouldn't be return.
- 7) Any study material given during the classes or otherwise, shall not be given to those students who are absent without prior application from the parents. No request / personal appointments in this regard shall be entertained.
- 8) If the study material or any accessories provided to the student is lost/misplaced, a new one can be obtained from the institute against the payment of price determined b the institute.
- 9) Students are not allowed to carry mobile phone / I-pod in the class rooms. How ever, if he/she carries mobile phone in the classes, then it should be switched off. The Institute is not responsible for any loss / theft of mobile phone or valuables or cash in the Institute.
- 10) Each student will be issued an identity card. The entry in to the class rooms/Institute will be only with Identity Card, If the Identity card of a student is lost/misplaced, a duplicate I-card can be asked from the Institute against payment of Rs. 500/-. If any student is found misusing the I-card, he/she will be rusticated from the Institute.
- 11) The parents can enquire about the progress or any other problems concerning their wards from the institute. They can also meet the in charge with the prior appointment. Time to time the institute will also send the progress report to parents.
- 12) Any negotiation about payment of fee or installment must be cleared and written at the time of admission, if the installment is not paid within stipulated time a further grace period of only 10 days will be given, after admission will considered automatically cancelled and no claim will be entertained.
- 13) The fee once deposited towards a particular course is non refundable to what so ever reason may be.
- 14) In case if any parent/guardian misbehaves with any staff member of the Institute, his/her ward can be rusticated from the Institute and no claim of refund of such student will be entertained. The decision of the in charge will be final and binding on the student and parent/guardian.
- 15) The institute reserves the right to make any alteration in its programs / venue / timing and days of classes / fee structure without any prior notice to anybody. The decision of the in charge will be final & binding on the students & the parents.
- 16) The institute reserves the right to publish the photograph of toppers/rankers/successful students, running classes. The institute will not be liable to any legal proceeding against such an act.
- 17) If student attend classes after admission process minimum 7 days then 25% fees will be deducted and remaining amount return by cheque.
- 18) By joining the institution the student is bound by all its rules and regulations.

**Documents Required :**

- 1) Xerox copy of 10<sup>th</sup> mark sheet.
- 2) Xerox copy of Aadhar Card.

Place : \_\_\_\_\_

Date :

We have read all the terms & conditions about all the rules and regulations of the institute and we promise to obey them all with due respect.

Signature of Guardian

Autho. Signatory

Signature of Student