

1. Fees once paid is not refundable under any circumstances.
2. Fees is not transferable on any other name or for any other course.
3. The students must pay the fees as per the fees schedule. Delay in payment of fees may incur late fees charges or may even lead to cancellation of admission.
4. Once enrolled for the course the students cannot downgrade the course.
5. Students remaining absent/ failing in examination will have to pay reexamination fees for appearing for re-exam.
6. Transfer charges of Rs.500/- will be applicable for transferring the admission to a different branch.
7. Students can avail the course materials (if needed) by paying a nominal charges
8. Any leaves for more than 2 weeks without prior intimation may lead to cancellation of admission.
9. Student remaining absent for more than 1 week without any application or intimation may lead to cancellation of the admission.
10. Student have to give leave application in case of a leave of two or more days.
11. The syllabus will be skipped if a student fails to give a Leave Application with a valid reason for leave.
12. Student must come to the class on regular basis to complete the course in time.
13. The course duration can't be extended beyond the given schedule. The students course is deemed as completed after the completion of the duration of the course as per the given schedule.
14. Please preserve your admission letter and receipt till you get your CertificateP.

**"We Will Ensure That You Have A Happy And A Resourceful Learning With DiSHA Computer Institute".**

Happy Learning,



**Adarsh Shelore (Branch Head)**

**Students Signature**

For any kind of queries, suggestions etc. please feel free to call us on 8380077775 or u can also write us on [disha.santoshsarwan@gmail.com](mailto:disha.santoshsarwan@gmail.com) our official website: - [www.dishagroup.in](http://www.dishagroup.in)

***For your complaint redressal or any suggestion, please call below given persons or SMS them your Name, Form No., Course Name, Mobile No. and Branch Name for a call back.***

**Mr. Roshan Jaiswal, Branch Head-7756032484**

**Mr. Adarsh Shelore, Branch Head – 7385684807**

**Mr. Santosh Sarwan, Director - 9370280767**