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## ADMISSION FORM

Instruction : Please Use Capital Letters Only  
Write name as per Educational Documents  
Clip Form before Documentation

NAME :

SURNAME :

FATHER'S NAME :

MOTHER'S NAME :


GENDER

☐ Male ☐ Female

DATE OF BIRTH

Date   Month   Year

CATEGORY

GEN ☐ SC ☐ ST ☐ OBC ☐

ADDRESS : \_\_\_\_\_

MOBILE NO(WP) :           Parents(WP) :

EMAIL : \_\_\_\_\_ AADHAR CARD NO :

QUALIFICATION : \_\_\_\_\_ LAST SCHOOL/COLLEGE NAME : \_\_\_\_\_

I hereby certify that the information given in the Application (all relevant Forms) is complete and accurate. I understand and agree that misrepresentations or omission of facts will justify the denial of admission, the cancellation of or expulsion. And I am responsible for that. I have read and do hereby consent to the Terms & Conditions for Admission as mentioned in the information Brochure. I will be responsible to inform the organization if I change my Contact details or any Personal details in future.

Student Signature : \_\_\_\_\_

Date : \_\_\_\_\_

### Course Detail

COURSE NAME :

TOTAL FEES :

I took all information about courses & organization so, I have no issue about content, quality, timing, distance, branch, etc...

If I have to study online in the future, under any unfamiliar circumstances or pandemic Situation, I will also have to pay a fees.

I know my total tuition fees. Registration, Royalty, Certification other material charges are separate.

Date : \_\_\_\_\_

Student Sign : \_\_\_\_\_

## Fees Detail

I am enrolled in .....course of the college. Whose university is ..... and admission mode will be On Campus/Off Campus (Online Private mode & Distance Mode). In which the exam will as per semester/Yearly. In which the fees for one semester will be ..... which should be pay on first of June/July and January/December. Exam fees are different from Semester fees which will be as decided by the university at that time. Total Semester will be 4/6/8. If I miss the date of payment of Semester/Exam fees, I am entitled to pay late fee as per the rules and I will not make argument in that.

Collect & check fees receipt at time of fees payment before leaving admission office.

Fees will be refund as per Fees Refund Policy.

### Fees Refund Policy:

**As per refund policy, in case of withdrawal of admission in all kinds of modes like online, offline, Pre-recorded, free lecture, etc.. the following rules will be applicable for refund of fees as well as the ultimate decision will be done by all university:**

1. After the admission done in our organization first we will deduct 1200 rs of Admission charges then after all kinds of refund policy will apply on students' admission, To get a refund students must have paid full fees of the running semester., if not, they will not get any kind of refund.
2. **50% fees refund with considering rule number 1:**
  - In the process of refund, all kinds of free courses included in the main course will be considered as a learning subject duration and according to that fees will be exempt from refund.
  - If a student decides to withdraw the application within 15 days of admission he/she will get a refund of 50% of paid fees.
3. **25% fees refund with considering rule number 1:**
  - In the process of refund, all kinds of free courses included in the main course will be considered as a learning subject duration and according to that fees will be exempt from refund.
  - If a student decides to withdraw the application between 16 days to 30 days of admission he/she will get a refund of 25% of paid fees.
4. NIL: in case a student decides to withdraw **after 30 days** he/she will not get any kind of refund.
5. Any kind of fee cannot be transferred from one course or department to another course or department.

**NOTE:** Only the first installment after admission will be eligible for a refund policy bound to all the above-mentioned rules. All other installments are exempt from refunds.

## Document Detail

	Original	Stu. Sign		Original	Stu. Sign
10 <sup>TH</sup> Marksheet	<input type="checkbox"/>		12 <sup>TH</sup> Marksheet	<input type="checkbox"/>	
College Marksheet	<input type="checkbox"/>		LC	<input type="checkbox"/>	

Description: \_\_\_\_\_

All type of documents given by my side is correct from my side and organization will not responsible for it.

Date:\_\_\_\_\_

Student Sign:\_\_\_\_\_

## Rules & Regulations:

- I agree to follow all the changes of Rules and Regulation of Institute and also Government. My admission of course is on the mode of Regular Private. If my provisional admission is not approved by the competent authority or any law of the state/Central Govt. or the Society. I shall not claim any damages or Compensation from the Institution.
- I will give leave application in advance. I will not involve myself in any action of ragging during the course of my education in this Institute. I understand that involvement in ragging is a cognizable offence and will result in police action which will surely result in cancellation of my admission to the course and I am also agree to pay all the fees of related course.
- I agree to bear any loss or damage to Books, Apparatus, Furniture and other articles belonging to the Institutions, Which may be caused by my carelessness. The loss estimated by the Institution is final. I obey the order of the Head of Dept. and other staff members of the Institutions. In case my behavior is found rough, arrogant and short of discipline my admission may be cancelled and I may be expelled from the Institute without prior Information forfeiting the fees paid.
- I know the organization is not responsible for any type of misrepresentation or event occurred with me, outside the institution and also like, during institute events, pic-nic, Up-down from home to institute etc. Also not being responsible for any kind of social media group created by others, any kind of data leak from social media, System fault, important data, affair, financial issue, steal expensive thing & other related things happen between my batch mates and colleagues. Individual i will be responsible for this.
- I know that I does not update myself and later miss the fees installment or a I does not do document process such as cancellation, hold etc. in view of repeated announcements, the institution can cancel the admission within 15 working days after the student's connectivity is not maintained. In which the organization will not have any kind of responsibility.
- In case I want to discontinue my studies in organization before completion of the course or want to seek transfer to any other organization. I promise to pay the full fees for all the EMI of remaining years i.e. for the entire course before claiming the Certificate and other admission time submitted documents.
- I should read all the rules of admission as well as i know the certification / result, syllabus, course content, Branches and extra commitment and take it in writing if necessary.
- Organization will have rights to change above rule at any certain time if needed. At that time I agree with it, the Current rules of that time will apply. I know Latest policy available on organizations Website.
- Any dispute pertaining to any matter as a students or alumnus of organization shall be subjected to the of the Surat courts only. In any dispute the decision of the organization shall be final and binding on me.

Date:\_\_\_\_\_

Student Sign:\_\_\_\_\_

## Declaration of Above Terms & Condition

I..... hereby declare that the information Submitted is complete and correct to the best of my knowledge. I fully agree to abide by the rules and Regulations of the institute as they are now and may be in the future constituted. I have read all the above Rules and voluntarily apply for admission without any threat or intimidation.

Signature of Father/ Behalf of Parent

Date :     /     / 20

Signature of Applicant

OFFICE USE ONLY

Course : \_\_\_\_\_ FEES : \_\_\_\_\_

Total Sem : \_\_\_\_\_ Fees Per Sem : \_\_\_\_\_ Reg. Charge : \_\_\_\_\_

Reg. Amt

Source By : ☐ Online ☐ Seminar ☐ Reference ☐ Banner ☐ Online Source Detail: \_\_\_\_\_

Branch Manager

FACULTY : \_\_\_\_\_ BRANCH : \_\_\_\_\_

Admission Department

Paid Fees : \_\_\_\_\_ Register NO : \_\_\_\_\_ GR ID : \_\_\_\_\_

Receipt No : \_\_\_\_\_ Supervisor Name : \_\_\_\_\_ Supervisor Sign : \_\_\_\_\_