

10. Fee Payment and Refundable Policy:

- (a) Fee will be collected in two installments.
- (b) Full fee for each term should be remitted at the beginning of the term.
- (c) 100% Fee refund before commencement of the courses.
- (d) 75% refund after 2 weeks after commencement of the classes.
- (e) No Fee will be refundable if discontinued after month of the commencement of the classes.
- (f) Fee paid for one course will not be adjusted against any other course.
- (g) Refund, if any will be done upon the produce of the original receipt issued by the institute.

DECLARATION

I hereby certify that the information given above is complete and accurate to the best of my knowledge and belief. I also certify that I have read and understood the rules and regulations and the Fee Payment Policy of institute and fully agree with the same. I also declare that if I achieve outstanding results in any examinations, the institute will have all rights to use my result and photograph for its growth strategies and developmental plans. In such case I will never have any objections or protest.

Signature of the Parent:

Date:

Signature of the Student:

Date:

FOR OFFICE USE ONLY

Admitted to: Fee effect from:

Course						Total
Amount						

Signature of the Director:

Date: / /

Documents required:

1. Copy of the student's residence permit.
2. Copy of mark sheets of the last passed out class
3. Two passport size photograph of the student