



1. Passport size coloured photograph (nos.3)

## Terms & Conditions

1. Please check the entries at the time of payment. No complaints will be entertained later on.
2. Once a student attend classes; the course fee paid will not be refunded under any circumstances.
3. Please don't make any payment without getting receipt. Receipt should be kept safely and should be shown as and when required.
4. To apply for any of the course, fill up the application form available at our office in your own hand writing.
5. Application form should be submitted along with the payment of Registration Fee.
6. After depositing money towards registration, if a student becomes disinterested in the institute due to any reason whatsoever and wants to take his/her money back, the institute will not refund the money deposited towards registration/admission fee.
7. **Regarding Fee Payment in Installment Mode**
  - a. 1<sup>st</sup> Installment should be paid at the time of admission or within 3 classes after admission.
  - b. For future installment PDCs has to be deposited at the time of admission.
  - c. If any student does not pay the fee on the due date as mentioned in the application form or is defaulter in the fee payment, he/she shall be stopped from attending the classes. It is therefore, in the interest of the parents & students that they should deposit the fee on the due dates mentioned.
  - d. If student name is struck-off due to non-payment of fee for more than 3 weeks from the due date, the student shall have to pay Rs. 250/- for re-admission.
8. **Regarding Fee Payment in Monthly Mode (Applicable for class VIII, IX and X)**
  - a. Fee of a particular month/months can be deposited from 1st to 10th of the month (without fine)
  - b. For fee deposit made after the 10th of month, one has to pay fine of Rs.50/-
  - c. The arrears of the fee of a month may be deposited together with the fees of the next month with a fine of Rs. 100/-
  - d. The defaulter's name shall be struck off for non –payment of the fee for two months.
  - e. Readmission may be accepted on payment of Rs.250/-
  - f. Payment of the fee in advance on a quarterly, half –yearly and annual basis is also accepted.
9. The institute is not responsible for any loss/theft of mobile phone or any belongings in the institute.
10. The institute shall not be responsible for providing sitting arrangement to the parents while the classes and or tests of their wards shall be on.
11. If any student absents himself/herself for more than 7 days continuously without prior written application, he/she may be seems to be expelled from the institute. The decision of director in this regard will be final and binding on the students and parents.
12. The parents can meet the Centre Incharge for any enquiry about their ward progress or any other problem concerning their ward with the prior appointment only.
13. Any change of address or phone no. should be notified to the office without delay.
14. ExcellenceAcademy reserves its right to make any alterations in its programs / fees without any prior notice to anybody.
15. I authorize Excellence Academy to contact and send communication / information by SMS, e-mail, post on the above mentioned communication details given by me.
16. I have read the terms & conditions and other information as mentioned in the application form & promise to abide by the same.

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

(Signature of the Parents / Guardian)

(Signature of the Student)

(Name of Parents /Guardian)

(Name of Student)