

## INDIAN INSTITUTE OF COMPUTER AND VOCATIONAL TRAINING

A Unit of IIMR Trust

(IIMR Trust Registered Under TheTrust Registration Act With Govt Of NCT of Delhi,Regd.No. 25566)

D-354, Laxmi Nagar (Opp. Laxmi Nagar Metro Station) Delhi-110092

Ph.: 011-43038082, Mob.: 9868448877, www.iicvt.in

## **REGD. / FORM**

En	rollmen	t No				Roll	No.							
Со	urse Co	de				Centre Code								
NOT	Γ <b>E</b> : PLEASE	USE ONLY CAPI	TAL LETTERS TO	FILL THE FROM.										
1. N	Name			Photo										
2. Father/Husband Name														
3. N	/lother Na	ame												
4. [	Date of Bi	rth : D D M	/ M Y Y	7 Y 5. Gen	der : M F	6. Category :	G SC ST OB	C OTHER						
7. 0	Correspor	ndence Addre	ss											
									PI	N				
Tel	ephone N	lo. (with STD 0	Code)				Mobile:							
E-n	nail :	· .												
	Educational Qualification :													
Examinations		tions	Board/University			Subjects				Years Passing				
10th														
10+2 or Equivalent														
Graduation/D.Pharma														
Post Graduation														
Any other														
9. N	Name of C	Course :												
10.	Name of	Centre :												
11.	Date of A	dmission :	D M M Y	/ Y Y Y		1	2. Date of Cor	mpletion :	D	D M	MY	YY	Υ	
					as no			-				at "Del	lhi"	
Naı	I am attaching a Demand Draft of Rupeesas non-refundable course fee, in favour of "IICVT" payable at "Delhi"  Name of the Bank													
					Declaration	by Applicant								
	•		ood the conditions of eligil candidature shall be liable	•		•	•						•	
Dat	ed :		Signa	ture of Head of	Institute	Signa	ature of Guardia	an		Sigr	nature o	f Cand	idate	
13	B. FOR OF	FOR OFFICE USE ONLY  NP: incomplete forms without the course fee shall not be accepted.												
	S. No.	Receipt No.	Date Amount		Balance	Signature	Date of Issue			Remark				
	1.													
	2.													

Note: Kindly email scan copy of this form to HEAD OFFICE within 24 hours of admission, for enrollment no./ ID Card of the student. Email: admission@iicvt.com

Photocopy of Admission Form is not Accepted.

## **RULES & REGULATIONS FOR THE STUDENTS**

## All students at the IICVT Centres must follow these conditions:

- 1. The Course fee is not refundable.
- 2. Subjects, once selected will not be changed.
- 3. The candidature of the students will be cancelled if he/she remains absent for five days without prior information.
- 4. Indiscipline Students shall not be tolerated in the institution. Their names shall be cut from the register as soon as they are found guilty of indiscipline.
- 5. All the students will deposit their maintenance charges before 10th of every month, otherwise they will have to pay same with late fee.
- 6. There is no job responsibility of Intuition after the training...
- 7. As with other organisation and institution, we are closed on some national holidays. If there are national holidays during the term we will ensure that the whole syllabus is still covered.
- 8. We reserve the right to expel without any refund, students who:
  - a) intentionally damage or steal our property
  - b) are disruptive
  - c) harass any course participant or staff member.
- 9. We reserve the right to cancel classes. In this case we will offer students either an alternative class time at the same level or a refund (by cheque only) or a credit for the following term.
- 10. Refunds/credits will only be given where exceptional circumstances occur after you have paid your course fee. We require documentary evidence before the refund/credit is approved:

Reasons	Documents required				
A prolonged period of ill health certified by a doctor.	Doctor's certificate				
Posting to another city for academic or professional reasons.	Signed and dated letter from organisation on their letter head				
New job appointment that prevents you from attending your course.	Dated appointment letter				
Death/Serious illness* of an Certificate immediate** family member.	Death certificate/Medical certificate				

- 11. Refund/credit request received prior to first day of the course will be subject to an administrative charge of Rs 700 only.
- 12. Refund requests will be subject to an administrative charge of 15% of the course fee plus an hourly charge for the number of hours attended/missed prior to receipt of acceptable written evidence.
- 13. Refund/Credit requests will only be accepted in the first half of term.
- 14. Read the Prospectus carefully and follow the above mentioned important instructions.
- 15. No credits/refunds will be allowed for the following:
  - a) Travel due to personal reasons
  - b) Marriage of self/family member
  - c) Foreign nationals leaving India
- 16. IICVT is AUn it of IIMR Trust, which is Regd. Under the Govt. of NCT of Delhi.

NOTE: All These Computer & Vocational Courses are applicable for Private & Public Sectors only.

Date:

<sup>\*</sup>Serious illness covers hospitalization or prolonged incapacitation. Minor ailments like fever, cold, etc will not be considered.

<sup>\*\*</sup>Immediate family covers spouse, parents, siblings, and children.