

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 A Unit of IIMR Trust, which is Regd. Under the Govt. of NCT of Delhi.

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

**Immediate family covers spouse, parents, siblings, and children.

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

Date :

Signature of Student