

TERMS AND CONDITIONS

The enrolled students must follow the following terms & conditions of VANIK without any exceptions, falling which strict disciplinary & legal action will be taken including expulsion from the institute

1. Fee Payment:

- Students need to pay the amount as mentioned in brochure/website at the time of admission only.
- Those students who have opted for the Instalment Payment Scheme are subjected to pay the instalment charges as decided by the management from time to time, Instalment charges will be immediately applicable once student have taken admission and opted for Instalment Payment Scheme.

Note: Fees payment through cheque is not acceptable.

2. Refund of fee or Replacement: (Applicable only for Classroom Study Course)

In case if a student is not able to continue the classes due to some unavoidable reasons, VANIK will provide two alternatives to such candidates:

- Student can avail the fees refund facility within 5 days of admission. Fees will be refunded after deducting initial processing and admission charges of Rs. 3000/-.
- The student can replace the seat with another student within the two months of the commencement of either batch or course. The student who replaces the seat should not be present student of VANIK and will not be offered any back-up classes or books. The amount of Rs.3000/- will be charged as replacement processing fee.
- Refund requests made verbally, over telephones, e-mails or by fax will not be valid or accepted.
- Submit the refund and or replacement application in person to the coordinator in the admission office. Only the student or parents can submit "Fee Refund" application. Please note that, we will not accept the Fee Refund applications from any other person/relative/friend.
- The policy of fee refund or seat replacement is strictly according to the above mentioned terms and is not negotiable under any circumstances. Any refund of fees or seat replacement received without proper documents like ID card (if issued), fee receipt & written application after the expiry of applicable period will not be processed or entertained.
- Admission processing fee is non-refundable under any circumstances.

3. ID Card:

- Each student will be issued an ID card after the payment of full fees. The entry of the student into classes/VANIK premises will be allowed only with ID card. For attending the classes, students are requested to collect their ID cards from admission department before commencement of the batch.
- Students **not carrying VANIK'S ID card, shall not be permitted to attend the classes** under any circumstances.
- If the ID card or fee receipt of the student is lost or misplaced then no duplicate ID card or fee receipt will be issued to the student.
- Students should not overwrite on ID card, or provide ID card to anybody; also student are requested not to produce photocopy/duplicate of ID card in any form.
- Identity card must be retained by the students with full caution and safety. It is a very important document and a proof of your association with VANIK. The re-issuing of the identity card will depend on the discretion of the management, considering the circumstances in which the ID card was lost. Management's decision regarding the re-issue will be final and abiding. If the management decides to re-issue the Duplicate ID Card, the student will have to submit a copy of FIR with an amount of Rs.300/- and one recent passport size photograph.

4. Change of Batch/Centre:

- The batch or centre, once allotted at the time of admission, will not be changed. Hence, students are advised to discuss batch timings, batch commencement dates, venue and other details with our counsellors and accordingly join suitable batches as per the convenience.
- Batches will not be changed.
- Students enrolled under classroom courses will not be transferred or shifted to Postal Study Course or any other program.

5. Books & Reading References:

- Books will be distributed to all the students except ex-VANIK student availing concession. Students must collect their books as and when the announcements are made. After the due dates, VANIK will not be responsible for any issue related to books.
- Books will be issued at the respective centre of candidate only after showing the ID card & entry of study material into ID card is compulsory.
- Books provided by us has VANIK'S copyright and is intended for the use of VANIK students only and must not be sold or transferred to other candidates, under any circumstances.

6. Absenteeism:

- Students must attend the classes and Test Series regularly in their assigned batches and as per the scheduled time table only. Students will be solely responsible for their absenteeism from classes/Test series. In case of absenteeism, permission to attend missed classes, in other batches, is subjected to the discretion of management and availability of seats, and it is not mandatory for institute to provide backup of missed classes.
- In case of unavoidable circumstances, if any student is not able to attend classes. He has to give prior intimation for absent in the class through an application & he has to submit his/her ID card to office.

7. General Instructions:

- Students are advised to adhere to strict discipline & sincerity within the premises of VANIK. If anyone is found contravening any rules like - misbehaving with VANIK staff or classmates, fighting, blocking seats, damaging VANIK property or any other illegal activity, VANIK reserves the right to debarred the student from attending the classes and strict legal actions will be taken against the student.
- Batch venue and timings are subject to periodic changes as per the availability of faculties and classrooms.
- Classes can be extended on weekdays and public holidays for weekend batches, class timings can be extended for regular batches in order to complete the syllabus on time.
- Students are solely responsible for the safety of their vehicles & other belongings.
- Students should abide sitting arrangements, set by the management. Students should maintain proper and decent dress code in the institute.
- VANIK reserves the right to make any alterations in its programs/fees/faculty/venue of classes without any prior notice to anybody. However, all such changes will be well- notified to the students. The decision of VANIK shall be final and abiding.
- If there is any change in the syllabus during the course, the institute will make all the possible efforts to cover the revised syllabus. However, it is not mandatory binding upon the institute.