

**Screening / Admission Test Form**

SCO-6, Above HDFC Bank, Sector-16, Faridabad  
Ph. No. -9953319003/04, 0129-4167093

Paste your recent passport photograph here

To,  
The Incharge,  
**Pooja's Velocity Institute Pvt. Ltd.,**  
Sec-16, Faridabad.

**COURSE APPLIED FOR:** \_\_\_\_\_

Respected Sir,  
I want to take the Admission in **Pooja's Velocity Institute Pvt. Ltd.**; I have read the "**Terms and Conditions**" of the institute given overleaf and agree to abide by the same. My particulars are given below:

**THE FORM IS TO BE FILLED IN CAPITAL LETTERS ONLY**

- Name of the Student:..... Gender : Male  Female , Nationality:.....
- Father/Guardian's Name:..... Email ID.....
- Phone No. - Residence: ..... Mobile (Mother):..... Mobile (Father):.....

Particulars	Father	Mother
Name		
Qualification		
Occupation		
Designation		
Company Name		
Company / Office Address		
Company / Office Tel. No.		
Mobile No.		
E-mail (in BLOCK letters)		

- Date of Birth:..... Blood Group:.....
- Address of Correspondence:.....
- Permanent Address:..... State:..... Pin Code:.....
- Name of the School from where you appeared / Appearing for Class: .....
- Percentage of marks obtained in the last examination:..... (Attach a photocopy of Mark sheet)
- Board (School is affiliated to) : .....
- Details about Your Sibling: Name 1 (Brother / Sister)..... Class presently studying in..... Name 2 (Brother / Sister)..... Class presently studying in.....
- Are you taking any specialized Coaching for Competitive Exams. Yes , No  Since (Year) ..... If Yes, Name of your Coaching Institute.....
- Details of your Scholastic Achievements: .....

Date : .....

Yours faithfully,

Place : .....

(Signature of the student)

## Terms & Conditions

1. The student who is enrolled with Pooja's Velocity Institute Pvt. Ltd. will have to regularly work hard. In case, if the teachers feel that the student is not working hard, creating indiscipline in the institute or in bus/van, irregular in attendance, not responding properly, he/she may be expelled from the institute. The decision of the Centre Incharge in this regard will be final and binding on the student. No fee or part of the fee will be refunded in such cases.
2. 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. The registration/admission deposited towards a particular course will not be adjusted against any other course as mentioned for students who pay the fee in installments.
3. In case if any parent/guardian misbehaves with any staff member of the institute, his/her ward can be rusticated from the institute and no claim of refund of such student will be entertained. The decision of the Managing Director will be final and binding on the student and parent/guardian.
4. A student is not allowed to carry mobile phone / i-pod in the institute, if feel necessary to carry same, then it should be switched off. The institute is not responsible for any loss/theft of mobile phone in the institute.
5. 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.
6. ;If any student/parent insists on lump sum payment of fee the institute can accept the fee in lump sum also. The refund policy for such students will be applicable as mentioned for students who pay the fee in installments.
7. 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. No fee or part of the fee will be refunded in such cases. The decision of managing director in this regard will be final and binding on the students and parents.
8. Incomplete form will be rejected. It is compulsory to attach photocopy of mark sheet of last attended class and passport size photograph to the admission form. The institute reserves the right to use the photograph for publicity in case the student secures position/success in his/her school or any entrance examination.
9. 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.
10. Any change of address or phone no. should be notified to the office without delay.
11. Pooja's Velocity Institute Pvt. Ltd. reserves its right to make any alterations in its programs / fees without any prior notice to anybody.
12. I authorize Velocity Institute to contact and send communication / information by SMS, e-mail, post on the above mentioned communication details given by me.
13. Once a student joins the study centre offered (irrespective of his / her choice of study centre opted before joining), no requested for change of study centre will be entertained, nor the course fee paid will be refunded under any circumstances.
14. The registered office of Pooja's Velocity Institute is at Faridabad (Haryana). In case of dispute, student / parents are subject to the exclusive jurisdiction of appropriate courts in Faridabad. All disputes shall be referred to the Sole Arbitrator appointed by the Management of Velocity Institute. The decision of the arbitrator shall be final & binding. The arbitrator so appointed shall not be incapacitated for reasons of their being the employment of Velocity Institute or its sister concern and for reasons of having any prior linkage with the company.
15. I have read the terms & conditions and other information as mentioned in the prospectus & promise to abide by the same.

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

(Signature of the Parents / Guardian)

(Name of Parents /Guardian)

(Signature of the Student)

(Name of Student)

## Refund Policy for Class Room Courses

- a. No refund of Admission cum scholarship Test Fee shall be made under any circumstances whatsoever.
- b. No refund of Registration fee shall be made under any circumstances whatsoever. It is towards administrative expenses incurred by the company.
- c. No refund will be made under any circumstances after joining the short term classroom courses like crash courses / compact courses/ short term course.
- d. (i) All those student who have got enrolled themselves for the two years classroom program before the declaration of the X board exams results must submit their applications for refund of scholarships along with photocopy of the X Board exams marksheet latest by 15<sup>th</sup> September, 2014. The scholarship refund amount will be paid to the student on the basis of their eligible merit scholarship on or after 15<sup>th</sup> nov., 2014. (ii) The refund will be made on yearly basis on or after 15<sup>th</sup> November, 2014. Any student applying for the scholarship refund after 15<sup>th</sup> September 2014 will not be entitled for refund under any circumstances. (iii) Any student applying for the scholarship refund after 15<sup>th</sup> September'2014 will not be entitled for refund under any circumstances.
- e. If any student pays the fee for any course other than short term classroom courses and wants to withdraw/ ask for refund before the commencement of classes/ course in the institute, the admission fee and first installment of tuition fee paid will be refunded along with PDCs submitted, if any. The registration fee will not be refunded.
- f. If a student of any course other than short term classroom course, leaves the classes/ institute within 10 day from the date of commencement of the classes/course in the institute due to whatsoever reason, the tuition fee paid will be refunded along with PDCs submitted, if any. The registration fee and admission fee will not be refunded.
- g. If a student of any course other than short term classroom courses, leaves the classes / institute within 20 days from the date of commencement of the classes / course in the institute due to whatsoever reason, 75% of the tuition fee paid (in 1<sup>st</sup> installment) will be refunded along with PDCs submitted, if any. The registration fee and admission fee will not be refunded.
- h. If any student leaves the classes / institute after 20 days from the date of commencement of the classes / course in the institute due to whatsoever reason, then no refund of admission fee and tuition fee paid & encashed will be made under any circumstances. Only the PDC's (if any) which have not been encashed on the date of refund application shall be cancelled / returned.
- i. All refund cheques will be issued in the name of student / parents only.
- j. If any students drops in between the session & asks for refund, he / she will be refunded as per refund policy. "pro-rata calculation is done taking into account the number of days a student attended the classes i.e., from the date of starting of the batch to the date of submission of application of refund. For example, a course starts on 4<sup>th</sup> July & student joins on 16<sup>th</sup> July & continues to attend classes and the last lecture which he attended was on 14/11/2017 but submitted refund application of 13/12/2017 then the number of days to be counted will be from 4<sup>th</sup> July, to 13<sup>th</sup> December = 163 days. It is multiplied by fee for one day which is calculated by dividing course tuition fee by no. of days from the starting of course to the ending date of course as per prospectus.
- k. If any student avails benefit of additional scholarship against Lumpsum payment, and leaves the institute after few months because of any reason whatsoever and applied for refund of tuition fee paid, he / she shall be refunded after calculating amount used by him/her from the date of commencement of course to the date of submission of application on pro-rata basics.  
For the purpose of calculation of refund: (i) The date of commencement of the batch will be considered & not the date of joining of any student in the institute. (ii) Parents must insist for receipt of refund application from the front office. The date of submission of refund application will be considered and not by the number of classes attended by the student or from the date the student stopped attending the classes.

(Signature of the Parents / Guardian)

(Signature of the Student)

(Name of Parents /Guardian)

(Name of Student)

### Note:

No transport facility will be provided by the institute for added advantage such as tests, extra classes & doubt classes.

No refund of transport fee will be made:

- (a) if a student shifts from weekday to weekends batches
- (b) if a student drops transport facility after 20 days from the date of joining transport.

Year ( \_\_\_\_\_ )

Paste your  
recent  
passport  
photograph  
here



## Admission / Enrollment / Registration Form

Course Applied for : \_\_\_\_\_

Name of Student : \_\_\_\_\_

Father's Name: \_\_\_\_\_

Course Starting Date : \_\_\_\_\_ Course End Date : \_\_\_\_\_

### Fees Details

1.	<b>Registration Fee</b>	Rs. 10,000/-	At the time of Admission
2.	<b>Admission Fee</b>	Rs. 10,000/-	At the time of Admission
3.	<b>Tuition Fee</b>		<b>Installment Dates</b>
	1 <sup>st</sup> Installment		
	2 <sup>nd</sup> Installment		
	3 <sup>rd</sup> Installment		
	4 <sup>th</sup> Installment		
	5 <sup>th</sup> Installment		
	6 <sup>th</sup> Installment		

(Signature of the Parents / Guardian)

(Signature of the Student)

(Name of Parents /Guardian)

(Name of Student)