

STUDENT'S NAME: ROLL NO.:

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TERMS AND CONDITIONS

The enrolled students must follow the below mentioned terms & conditions of MADE EASY without any exceptions, failing 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.
- Students can pay the fee through online mode or Demand Draft.
- Those students who have opted for the Installment Payment Scheme are subjected to pay the installment charges of Rs. 2,500/- as decided by the management. Installment charges will be immediately applicable once a student has taken admission and opted for "Installment Payment Scheme".

For Delhi Centre : Prepare the D.D. in favor of "IES MADE EASY" payable at New Delhi.

For Noida Centre : Prepare the D.D. in favor of "MADE EASY Education Pvt. Ltd." payable at New Delhi.

For Jaipur, Hyderabad, Lucknow, Bhopal, Indore, Bhubaneswar, Pune, Kolkata : Prepare the D.D. in favor of "MADE EASY Education Pvt. Ltd." payable at respective centres.

Note: Fee payment through cheque is not acceptable.

2. Refund of fee or Replacement :

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

- Student can avail the fee refund facility within first five days for Long Term batches & first two days for Short Term batches* from the date of commencement of either batch or course. Fee will be refunded after deducting initial processing and admission charges, equivalent to admission fee (As mentioned in fee receipt). Refund amount will be paid through account payee cheque only, which will be in the name of the candidate.
- The student can replace the seat with another student within the first three months of the commencement of either batch or course. The student who replaces the seat should not be present student of MADE EASY and will not be offered any back-up classes or books. The amount equivalent to admission fee 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 do 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 fee 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.
- Refund for online admitted candidates will be done through online payment gateway only, to the same banking account.
- Admission fee is non-refundable under any circumstances.

Note: Short Term batches* includes Rank Improvement batch, Post-GATE syllabus batch, Conventional Practice batch, General Studies & Engineering Aptitude batch.

3. ID Card :

- Each student will be issued an ID card after the payment of full fee. The entry of the student into classes/MADE EASY 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 MADE EASY'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 students 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 MADE EASY. 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.500/- 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 counselors and accordingly join suitable batches as per the convenience.
- Batches will not be changed from regular to weekend or vice versa.
- Students enrolled under classroom courses will not be transferred or shifted to Postal Study Course or any other program.
- College going/working professionals are advised to join weekend batches, as no batch change will be permitted later.

5. Books & Reading References :

- Books will be distributed to all the students except ex-MADE EASY student availing concession. Students must collect their books as and when the announcements are made. After the due dates, MADE EASY will not be responsible for any issue related to books.
- Books will be issued at the respective center of candidate only after showing the ID card & entry of study material into ID card is compulsory.
- Books provided by us has MADE EASY's copyright and is intended for the use of MADE EASY 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 back up of missed classes.
- In case of absence in the Test Series, no separate question papers will be issued to the students.

7. General Instructions:

- Students are advised to adhere to strict discipline & sincerity within the premises of MADE EASY. If anyone is found contravening any rules like - misbehaving with MADE EASY staff or classmates, fighting, damaging MADE EASY property or any other illegal activity, MADE EASY reserves the right to debar the student from attending the classes and strict legal action will be taken against him/her.
- Batch venue and timings are subject to periodic changes as per the availability of faculties and classrooms.
- Students are solely responsible for the safety of their vehicles & other belongings.
- MADE EASY reserves all the rights to make any alterations in its programs/fee/faculty/venue of classes without any prior notice to anybody. However, all such changes will be well-notified to the students. The decision of MADE EASY shall be final and abiding.
- If there is any change in the syllabus during the course of the program, the institute will make all the possible efforts to cover the revised syllabus. However, it is not mandatory binding upon the institute.

I _____ hereby declare that I have read, understood & agreed to all the above mentioned terms and conditions set by MADE EASY management. If I am found guilty of any misconduct, MADE EASY management has the right to take any suitable action against me.

_____ Date

_____ Candidate's Signature

_____ Parent/Guardian Signature (In absence of Candidate)