

### A. Course Fee

Fee once paid is not refundable whatsoever the reason.

- 100% fee is payable in advance before starting the Classes.  
Any payment made on behalf of a student is not transferable to another student under any circumstances.
- The mode of payment can be cash, Cheque, DD, Wire transfer, PayPal transfer, Credit card.

### B. Student Attendance

- Students must be punctual and regular in all classes. 80% attendance is mandatory to appear for the examination
- Attendance will be marked every day in all the sessions.  
Students are required to maintain punctuality to obtain maximum benefit of the course.

### C. For the same student -Course/Batch/Centers Transfer

Transfer is allowed for only those students who have paid 100% of the Course Fee. Such transfer can be from one course/Batch/ Center to another Course/Batch/Center.

- Such, Transfer is allowed within one year of the student's enrolment.
- For any certificate course student, who would like to opt for a Batch Transfer, he/she has to pay a Batch Transfer Fee of Rs. 500 (Terms and Conditions Apply)
- Any Diploma student who would like to opt for a Batch/course/center Transfer, has to pay a Transfer Fee of Rs. 10,000.
- To repeat a course, 50% of the course fee has to be paid.

### D. Course Material

- Every student will be issued course materials on the first day of the class as per index indicated earlier.
- No academy course material shall be copied. The course material provided by VPA is for the exclusive use of the Bonafide students and the same should not be transferred, assigned or sold to any person. Students found violating this rule are liable for action under copyright law (or any other law, prevailing at the time) including penal consequences.

### E. Rules & regulations

- Any batch/Schedule deviation: Any change that affects the student shall be communicated to him/her by the concerned faculty in the classroom or put up on the notice board.
- It is the student's responsibility to apprise themselves of the communications made from time to time through notice board/Class room announcements or SMS.
- Students are not allowed to use their mobile phones during class hours.
- Every student shall be issued an Identity Card(ID) with a Student Identification Code at the time of the enrolment, which must be carried at all times while in VPA or during VPA field trips.
- The I.D. card is valid only for the duration of the course enrolled for.
- The management reserves the right to change, delete amend or modify its rules and regulations or schedules, which will be binding on the students.
- Students are liable to be dismissed or suspended at the discretion of the management, if any of the terms of this CODE OF CONDUCT are violated, either in letter or in spirit. Or if the students are involved/accused of any unlawful or illegal activity.
- Valuepoint Academy reserves the right to update the programs through changes in methodology, contents and structure.
- Allotment of faculty to any batch is the prerogative of the Management. There may be changes in faculty due to operational reasons and such changes are binding on the students.
- All foreign students must apprise themselves of the Law of the Land and adhere to them.
- No student must indulge in any sort of religious discussion / criticism racist / political / sexual / discriminations etc within the premises of VPA. If found otherwise, the management reserves the right cancel the student's admission & report the same to the concerned authorities.
- During excursions & field trips student will be responsible for his / her own safety. VPA is not responsible for any loss/damage/injury.
- It is obligatory for all students to follow all the above conditions.
- Qualitative & quantitative assessment will be done for all the courses.
- Feedback and open house session may be held for the students of every batch to let the concerned authorities know their views so, that appropriate measures may be taken to improve the quality of services provided.

### Acknowledgement by student:

The contents of the code of conduct have been explained to me in \_\_\_\_\_ language I have understood the contents of the same and I have agreed to follow the code of conduct.

Date :

Name :

Batch No :

SIC :

Course :

Tel.No. :

E-mail :

Signature :

Center :

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