



INSTITUTE OF COMPUTER TALLY ORGANISATION

An ISO 9001 : 2015 Certified Organization

Under Societies Registration Act XXI of 1860

Copyright Office Dairy No. 55230/2014-CO/L

Trust Regd. Under Revenue Department of NCT Delhi (Regd. No. 480)

Photo

Name of the Center.....

Center Code.....

APPLICATION FORM

1. Course applied for

2. Course Code

3. Name of the applicant as in the birth certificate or marks card of standard 10th exam

4. Father's Name

5. Date of Birth

6. Sex

- 1. Male
- 2. Female

7. Nationality

8. Complete address for correspondence (Do not repeat name)

City

State

Pin Code

Ph. :

M :

9. Date of Admission

10. Adhar Card Number

11. Total Amount Rs.

12. Detail of Educational Qualifications

Name of the Exam	Year of Passing	Board/Univ. / Inst.	Class/Grade	%age

Terms and Conditions

1. Fees once paid will not be refunded, adjusted or transferred. Fee will not be adjusted to any other course.
2. To take any leave, a prior written application will have to be submitted 3 days before.
3. Course Extension will be considered only due to unavoidable reason.
4. It is being strictly mentioned that only placement Assistance will be given to student. We are not providing any kind of job Guarantee Claim.
5. Fees being charged are subject to change without giving any prior notice.
6. The identity card issued by the Head Quarter should be present with the students within the institute premises.
7. The student should attend all the theory and lab classes regularly because if a student remains absent for 5 consecutive classes, he/she shall be subjected to a cancellation of registration. In such a situation, the student will have to take a re-admission by paying a time of Rs. 300/-
8. The institute reserves the rights to claim any damages or penalty from the students in case of any damage caused either to its furniture, property, books, computers or any other material etc.
9. Proper discipline has to be maintained within the institute premises. Any student found misbehaving or caught adopting unfair practices during the examinations is liable for immediate removal from the examination hall and will be restricted from attending the classes in future.
10. Strict discipline and punctuality shall be practical by the students.
11. Institute reserves the right for not allowing the students in the premises of the center in case of failure us payment of dues/fees to the institute on due dates.
12. Students will not be allowed to take any terms related to the timings, faculty etc. The institute has full rights to take decision on every aspect of the academic.
13. There will be compulsion of completing the Assignments, Test and the Examination as required by the institute from time to time otherwise the institute reserves the rights to take any disciplinary action.
14. Faculties can be changed without giving any intimation to students due to any management, administrative reason.
15. Students are contractually obliged to pay tuition fees and other fees on the dates they fall due, from the moment that on offer of a place is accepted.
- 16.. Students will compulsory submitted documents Adhar Card, 3 Passport Size Photos ,High School Certificate Photocopy.
17. In case of any dispute, the decision of the Director is final and binding on all faculty members, students, parents & business associates. All legal disputes shall be within the jurisdiction of Hon'ble Delhi Court.

Verified and approved by

Signature of Guardian

Signature of Candidate