

EDUCATIONAL QUALIFICATION

QUALIFICATION	YEAR	INSTITUTE	BOARD/UNIVERSITY	PERCENTAGE

TECHNICAL QUALIFICATION (IF ANY)

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EXTRA CURRICULAR ACTIVITIES

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DECLARATION

I have read the guidelines for the admission to this institution provided at the end of this form and will strictly adhere to the same. I promise to abide by the decisions taken by the institution's authorities. **I understand that the amount once paid by me for admissions will be nonrefundable.**

Signature of the Parent / Guardian

Signature of the Applicant

Date:

FOR OFFICE USE

COURSE ENROLLED FOR

COURSE FEE

DOWN PAYMENT

BALANCE

DATE	RECEIPT NO.	AMOUNT	BALANCE	SIGN

REMARKS

OFFICE NOTE

TERMS & CONDITIONS

Fees

- 1 Please do not send cash payments through post.
- 2 Cheques or DD should be made payable to: ARKA Educational & Cultural Trust
- 3 With regard to payment by installment, the following apply:
 - A nominal surcharge on course fees will be levied on late payment.
 - Fee payment by installment as specified by the Finance Office will not attract any nominal surcharge.
- 4 Registration fees are not transferrable, refundable and cannot be deferred.
- 5 Failure to settle outstanding fees within the prescribed period may result in exclusion from the College.

Rules and Regulations

- 1 All students must abide by the College Rules and Regulations. Failure to do so may result in expulsion, suspension.
- 2 Any criminal activities on the college premises will be reported to the relevant authorities.
- 3 The college and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the college.
- 4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 5 The College reserves the right to revise the College Rules and regulation without prior notice.
- 6 The College reserves the right to accept or reject any application without assigning any reason.
- 7 Fees quoted in USD will be revised as and when the need arises from the fluctuation of the current exchange rate.



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