

Registration No. _____



SAKSHAM

JEE | NEET | GUJCET | KVPY | FOUNDATION

LEARN TOGETHER, GROW FOREVER

(DO NOT STAPLE)

Paste your recent passport size colored photograph here

Carry one additional photograph for ID card

ADMISSION FORM

COURSE NAME / Code / Class _____

Note: (It is compulsory to fill the form clearly in CAPITAL LETTERS only) Mandatory fields are marked with asterisk(*)

PERSONAL DETAILS

First Name* : _____
Last Name : _____
Father's/Guardian's Name : _____
Mother's Name : _____
Occupation of Father : _____
Occupation of Mother : _____
Date of Birth* : ___/___/___ Gender(M/F/Others): _____ Blood Group: _____
Category*(Gen/OBC/SC/ST/PH) : _____ Nationality: _____
Facebook User ID : _____
Twitter : _____

PERMANENT ADDRESS

Address: _____

City: _____ Pin: _____
Mobile (Student): _____
Mobile (Parent-1): _____
Mobile (Parent -2): _____
E-mail ID*: _____
Aadhar No: _____

CORRESPONDENCE ADDRESS

Address: _____

City: _____ Pin: _____
Mobile (Student): _____
Mobile (Parent-1): _____
Mobile (Parent -2): _____
E-mail ID*: _____
Aadhar No: _____

EDUCATION DETAILS

School : _____
Marks Obtained : _____ % Previous Class V / VI / VII / VIII / IX / X / XI / XII
Board : _____ CBSE GSEB ICSE OTHER

(Attach a Self-Attested Photocopy)

Scholarship : _____

How did you come to know about Saksham?

Date: _____

Place: _____

(SIGNATURE OF THE STUDENT) *

Terms And Conditions

1. The student who is enrolled with Saksham will have to work hard regularly. In case, if the teachers feel that the student is not working hard, creating indiscipline, bullying students or teachers or staff at center or using unfair means in the Institute or the bus, irregular in attendance, not responding properly, posting or spreading wrong & negative messages/communication over social media and/or messaging platforms, then he/she may be expelled from the Institute. The decision of the Center Incharge in this regard will be final and binding on the student/parent. No fee or part of the fee will be refunded in such cases.
2. If any student absents himself/herself for more than 10 days continuously without any prior written application, he/she will not be allowed to attend / join the classes and will not be given any test paper(s), he/she may be deemed to be expelled from the Institute. No separate intimation will be sent to the parents. No fee or part of the fee paid/encashed will be refunded in such cases. The decision of the Managing Director/Director in this regard will be final and binding on the students & parents.
3. After depositing money towards 'Registration & Admission', 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 fee / Admission fee, as detailed under the Refund Policy defined explicitly in the fee brochure. However, if a student applies for refund before the commencement of course / classes, only admission fee and first installment of tuition fee will be refunded along with PDCs submitted, if any. The registration / admission fee deposited towards a particular course will not be adjusted against any other course, as defined clearly in the refund policy.
4. 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.
5. The responsibility of getting entrance exam admission/application form duly filled and forwarded to the examining body is that of the student himself/herself or that of the Parents/Guardian. The Company will not be responsible for this activity.
6. It is for the student himself/herself to see whether he/she is eligible for a particular examination or not. The Institute does not hold itself responsible if a student's admission form cannot be forwarded or is rejected by the examining body on any ground whatsoever. Such a student cannot claim a refund of the whole or any part of the fee he/she has paid to the Institute.
7. Incomplete form will be rejected. It is compulsory to attach photocopy of self-attested mark-sheet of Class VIII / IX / X / XII and affix a recent passport size colour photograph along with the admission form.
8. The student should also staple three extra passport size colour photographs with the form. Company reserves the right to use the single / group photograph(s) and name of the student for publicity in all kinds of media, if the student secures position / rank or succeeds in any Foundations / Medical / Engineering Entrance Exams in India or any test at international level. In addition to the photograph, the Company also reserves the right to record video-audio testimonial of the student & parent for the purpose of referencing or promotion, as required by the company at any stage during and/or after the completion of the course for the purpose of publicity in all kinds of media.
9. The parents can meet the Center-In-charge / Center Head or any enquiry about their ward's progress or any other problem concerning their ward with prior appointment only.
10. If any student is caught employing unfair practice during the Saksham Scholarship Test and/or in any of the routine Fortnightly/ Term/ SST tests, he/she is liable for immediate removal from the examination hall, and no refund of Saksham Scholarship Test or Course fee paid shall be made.
11. A student after qualifying Saksham Scholarship Test and taking admission at any center of Saksham will be bound by the rules and regulations of that center, in all matters whatsoever, including the applicable fee & fee schemes applicable at the center. The responsibility will be of that center only.
12. Any change of Permanent / Correspondence Address, Mobile No. (student & parent) & e-mail ID should be notified in writing to the office within 10 days of change.
13. A student who is late by 10 minutes for classes/tests, will not be allowed to enter the classroom.
14. The refund of tuition fee shall be calculated on the amount of fee installment mentioned in prospectus regardless of scholarship granted to any student / availed by any student.
15. Any study material given during the classes or otherwise, will not be given to those students, who are absent without prior application from the parents. No request / personal appointments in this regard shall be entertained.
16. If a student is absent or misses a test, he / she can collect his / her question paper from the office within 10 days from the date of the test, failing which the question paper will not be given to him/her.
17. Students enrolled with Saksham have to provide photocopy of Admit Card of various Foundations Level / Medical / Engineering Entrance Exams., as soon as they receive their admit cards from the examining body before/during Test Series to be conducted in March, failing which the student shall not be allowed to attend free Test Series & will not be given Test papers.
18. It is the responsibility of the parents to submit the fee of their ward in time as per schedule given in the prospectus. They should not expect reminders and calls from the center. They themselves should be concerned equally to pay the fees as attending the classes by their ward.
19. Once the name of a student is struck-off due to non-payment of fee by the end of the month of due installment date / month, the student shall have to pay ` 500/- for re-admission.
20. If the tuition fee is not paid in lump sum, submission of postdated Cheques (Local) is mandatory. In case, postdated cheques are not submitted or get bounced then a late fee of ` 50/- per day shall be charged on the installment due. However, installment will be accepted with late fee only upto end of the month in which the installment gets due after which the name of student will be stuck off.
21. Each student will be issued an identity card. The entry in the classes/Institute will be only with Identity Card. In case, a student has not received the ID Card and classes have started, he/she must bring fee receipt copy with him/her for entry into institute for classes. If the Identity card of a student is lost/misplaced, a duplicate I-card can be asked from the Institute against payment of ` 150/-. If any student is found misusing the I-card, he/she will be rusticated from the Institute.
22. If any cheque is bounced for whatsoever reason, a fine of ` 200/- will be charged separately from the student along with the fee installment. This amount will be charged in Cash only.
23. If the study material provided to the student is lost/misplaced, a duplicate set of the book(s) can be obtained from the Institute against the payment of ` 300/- per book.
24. If at any point of time, the Central Govt. further increases GST (Goods & Service Tax), (existing rate of GST is 18%) the extra amount of GST will be borne by the students from the date of enforcement of the act by the Govt.
25. It is compulsory/mandatory to provide e-mail I.D. / Mobile No. of the Student / Father / Guardian. The result of tests or any other information of the institute will be sent to the student by SMS and on his / her e-mail I.D. Institute shall not be responsible for any information regarding result or anything else is not received by the student if he/she has not given his/her e-mail I.D. / Mobile no. in the Admission Form at the time of admission.
26. If any type of mishap occurs in the premises of Saksham because of situations beyond control or any natural calamity of any type such as earthquake, floods, fire, electric short circuit etc, the institute shall not be responsible in any manner whatsoever.
27. In case if any parents/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/Director will be final and binding on the student and parents/guardian.
28. No student is allowed to carry Mobile Phone / I-pad /Tablet in the classes or during the tests. In case, if he/she carries mobile phone in the classes or tests, then it should be switched off. The Institute is not responsible for any loss / theft of mobile phone or any other personal device that the student carries to the Institute.
29. The Institute shall not be responsible for providing seating arrangement to the parents to wait while the classes and/or tests of their wards are in progress. We don't have any waiting area at front office.
30. Saksham reserves its right to make any alteration in its programs / venue / timing and days of classes without any prior notice to anybody. The decision of the Managing Director/Director will be final and binding on the students & parents.
31. The Examination Center of any place can be changed as per the requirement / need of the company without any prior notice to the students / parents.
32. SAKSHAM may also contact the user through SMS, WhatsApp, email and call to give notifications on various important updates. Therefore, User holds SAKSHAM non liable for any liabilities including financial penalties, damages, expenses in case the user's mobile number is registered with Do not Call (DNC) database.

Scholarship Note: In case GST or any kind of indirect Tax is levied by the Govt. or as per any law, on any type of scholarship/concession/discount given to the students at the time of admission or during the progress of the course, then, the same will be charged/recovered from the student / parents.

For Example: If a student is given 100% scholarship, then, he/she may not be charged any amount on account of Registration, Admission and Tuition fee (Except Technology fee & Exam fee) depending on management discretion, but in case GST or any other tax is levied thereupon by the Govt. or as per law at any point of time, then, the same will be charged/recovered from the student / parents.

Consent to terms and conditions by the parents - By consenting their children for admission and paying the fees, the parents explicitly agree that they have gone through the terms and conditions relating to admission to the institute and agree to abide by it and are bound by it. Any deficiency in the admission process will not be taken as an excuse for not abiding to the terms and conditions relating to admission / payment of fees / refund / usage of student name by the institute etc.

I have read the Terms & Conditions of SAKSHAM and various policies of the Company as mentioned in the prospectus & promise to abide by the same.

(Signature of the Parents/Guardian*)

(Signature of the Student*)

Checklist

- Demand Draft in favor of 'Saksham' payable at the city in which the student is joining Saksham Branch only for Saksham Scholarship Test/ Course fee.
- Attach proof of scholarship along with the form.
- If you are an Ex-Saksham, attach a Photocopy of Identity Card issued by Saksham along with Admission Form.
- All Post-Dated Cheques to be submitted at the time of admission.
- Photocopy of self-attested marksheet of the last board or any equivalent Exam.
- Four recent passport size colour photographs.
- Provide E-mail ID & Mobile No. for sending of Information / SMS.
- It is compulsory for Parents / Guardian & Student to sign on Terms & Conditions.

NOTE: IT IS MANDATORY FOR STUDENT & PARENTS TO SIGN AT THE APPROPRIATE PLACES FAILING WHICH ADMISSION FORM WILL NOT BE PROCESSED AND WILL BE REJECTED.

For office use

SCHOLARSHIP AWARDED IN SAKSHAM SCHOLARSHIP TEST (SST) (in %)

Cash Prize Rewards _____

	Scholarship Rewards in %	Extra Scholarship in %	Total Scholarship in %
Tuition Fees			
Material cost / Exam Fees / Infrastructure Fees	No Scholarship	
Total fee after Scholarship			

Parent`s/Guardian`s Signature

SCHEDULE FOR PAYMENT OF FEES

Registration Fee	Debit/Credit Card Transaction No.	Cheque/DD/NEFT No.	Date	Amount

Sr.No.	Cheque No.	Cheque Date	Amount	Instructions	Receipt No.

Note: For all installments PDCs have to be deposited at the time of admission.

In case of Cheque Bounce, **Rs.500/-** will be charged as Cheque Bounce Charge per Cheque.

Name & Signature of Official: _____

REFUND POLICY

Rules and Procedure for Refund of Fees

A Written application for refund of fees, duly signed by parents along with a filled-in Refund Performa to be Submitted with the respective Accounts Department.

The refund schedule shall be as under :

Number of days	Percentage of fee deduction
10 (Ten) days or less	No deduction
More than 10 (ten) days to 20 (twenty) days to less	5%
More than 20 (twenty) days to 30 (thirty) days or less	10%
More than 30 (thirty) days to 40 (forty) days or less	15%
More than 40 (forty) days to 60 (sixty) days or less	25%
After 60 (sixty) days	NO REFUND APPLICABLE

1. For calculation of number of days, the date of commencement of class to the date of leaving the class is taken into account and not the actual number of days of attendance of the student in the class.
2. For the purpose of calculation of the amount of deduction, the amount of original fees of 1 year program shall be taken into consideration and not the actual amount (inclusive of discount), that the student is supposed to pay.

For Example:

Original fees for program	X
Fees payable after discount	Y
Fees paid till the date of leaving classes including registration Fee	Z
Fees for 1 year program	X1
Percentage deduction after 20 days and up to 30 days is	10%
Refundable amount	$(Z - \text{REG.FEE}) - (X1 \times 10/100)$

3. If a student has opted for two or three years program but withdraws after one year, he/she shall receive a refund after deduction of the original full fee of the first year of the actual fee (without scholarship).
4. If a student has opted for three years program but withdraws after two years, he/she shall receive a refund after deduction of the original full fee of the first year & second year of the actual fee (without scholarship)

Note :

1. Refund Will be given within 20 working days of the receipt of refund application.
2. No refund is admissible after 60 days.
3. **Registration fee is not refundable in any circumstance.**

(I do hereby declare that the above given information is read by me and I agree to abide by the said terms.)

Student's Signature

Parent's/Guardian's Signature