

Background

Previous College/School's Name			
NEB	Passed Year	Symbol No.	Obt. GPA
SEE (+2)	Passed Year	Symbol No.	Obt. GPA

General Information

How did you come to know about us

Newspaper	Internet	Radio	Banner	Word of Mouth
Prospectus	Others (Please Specify)			

Rules and Regulations

1. The Student by all means should attend the tuition classes/class test/model tests. If a student fails to attend any tests, he should appear again.
2. The student must not be absent without submitting an application of leave to the administration.
3. Regularity and punctuality are the must for all the students.
4. The student should maintain the discipline. If any disturbance is made, students will be warned for the first time. If it continues, the student may be expelled from the class by the Administration.
5. If a student damages the property, he/she has to pay for it immediately. Apart from it, necessary action will be taken by the administration.
6. It is the responsibility of the student to judge whether, he/she is eligible for admission into the particular course or not.
7. It is compulsory for the student to submit 4 copies of photographs. The photographs can be used college.
8. An identity card is issued to every student. The student is required to carry it while he/she is attending the class. The card must be produced whenever demanded. Loss of identity card must be reported immediately to the administration. A duplicate card will be issued on payment of a fine of Rs. 50.00
9. In order to use the library, one is required to make a library card. The librarian is available to furnish the information in due processing.
10. All Payments should be made at the time of admission. No due payments will be entertained.
11. Once admitted, a student's fees will not be refunded under any circumstances whatsoever.
12. There will be no refunded fees for leave, lack of eligibility and failure to continue the course.
13. For non-payment of dues a student's name may be struck off after the 10th day of notification.
14. The timetable & venue of holding classes may change with prior notice.
15. In case a student faces any problem concerning his/her studies, he/she must consult the administration immediately.
16. Any change of address of the student should be notified to the office without delay.
17. In all matters the decision of the Administration will be final.

DECLARATION

I hereby declare that the information provided in this form are true to the best of my knowledge. I also understand that furnishing incorrect information result in cancellation of the enrolment by ID-MARK ACADEMY. I have assured myself of my eligibility for the course I have applied for the admission. I have read the rules and regulation of the college listed above and will remain abide by them.

Signature of the Student

Date

Signature of the Guardian