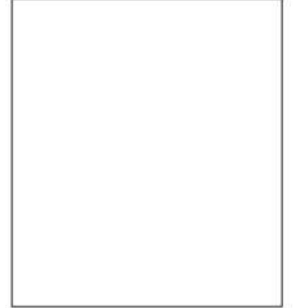


Head Office :- Hayat Educational Services Hemant Hospital Lane Near Malviya Chowk Roorkee 247667

Registration Form



To
The Manager
Hayat Educational Services

Respected Sir,
I wish to register in HAYAT, having read and understood the Terms and Conditions of the institute as mentioned in the Form, and I agree to abide by them; my particulars are provided below.

Course Applied For (Tick one)

Class 10th

Class 11th

Class 12th

Foundation 11th

Foundation 12th

Aarambh

Achiever

Nurture

Ranker

Sankalp

Personal Details

Name of the Candidate:

Father's/Guardian's Name:

Name of Present/Pre School:

Father's Occupation:

Date of Birth: ___ / ___ / _____ Gender: Male Female Category: GEN OBC SC ST PH

Contact Information

Permanent Residential Address:

City:State:Pin Code:

Mobile (Parent):Mobile (Student):

Marks Obtained: X Board (%):.....XII Board (%):Board: CBSE ICSE SB Any other

How did you come to know about Hayat? Teacher Friends/Relatives Marketing Team Website

1. Attendance:

Students must maintain a minimum of 90% attendance to stay enrolled in the course.

Absences should be avoided without prior notice. Inform the administration in case of emergencies.

If paying on a monthly basis, students are required to pay from the joining date to the last day of each month, with monthly fees paid in advance.

2. Punctuality:

All students are expected to arrive on time. Late arrivals disrupt the class and may lead to disciplinary action.

Any missed classes should be caught up with either through self-study or by attending make-up sessions (if offered).

3. Admission Form Requirements:

Incomplete admission forms will be rejected. It is mandatory to attach a photocopy of the Class X/XII marksheet and recent passport-size photographs to the form.

Three recent passport-size photographs should be stapled to the form.

The institute reserves the right to use these photographs for publicity if the student achieves a notable position or success in medical or engineering entrance exams.

4. Discipline and Conduct:

Respectful behavior is expected towards faculty, staff, and fellow students.

Disruptive behavior in class, such as talking, use of mobile phones, or other distractions, is strictly prohibited.

Vandalism or misuse of institute property will lead to disciplinary action and compensation for damages.

5. Eligibility Responsibility:

It is the student's responsibility to verify eligibility for any examination. The institute is not liable if a student's exam application is rejected by any examining body, and no refund will be issued in such cases.

6. Form Requirements:

Incomplete admission forms will be rejected. A photocopy of Class X/XII marksheets and recent passport-size photographs must be attached. Additional photos may be used for publicity if the student achieves success in entrance exams.

7. Address Updates:

Any change of address must be reported in writing within 7–10 days to the office.

8. Study Materials and Attendance:

Study material will not be provided to students absent without a prior application from parents. Personal requests for materials will not be entertained.

9. Exam Admit Card Submission:

Students must submit a photocopy of their entrance exam admit cards to the institute upon receipt to participate in the free test series and receive test papers.

10. Mobile Phones and Gadgets:

Mobile phones should be kept on silent mode and used only for learning purposes when permitted.

Recording lectures or taking pictures without permission is strictly prohibited.

11. Assignments and Homework:

Students are expected to complete all assignments, homework, and tests on time.

Participation in regular tests and assessments is mandatory to track progress.

12. Class Materials:

Study materials provided by the institute are for personal use only and should not be shared outside.

Lost or damaged materials will not be replaced for free.

13. Exams and Tests:

All students must participate in scheduled tests and mock exams.

Any instance of cheating or dishonesty during exams will result in strict disciplinary action.

14. Leaving the Course:

Students wishing to leave mid-course must inform the administration in writing.

If you leave the course before it concludes, you are still required to pay the full course fee.

15. Health and Safety:

Maintain hygiene within the premises.

In case of illness, inform the administration and avoid attending classes to prevent the spread of illness.

16. Dress Code:

Students are expected to dress modestly and appropriately.

17. Valuables:

Students are discouraged from bringing expensive items or gadgets to class. The institute is not responsible for lost, broken, or stolen items.

18. Parking:

Parking space is provided for students' convenience, but the institute is not liable for any vehicle damage, theft, or loss.

19. Liability for Natural Events:

The institute is not responsible for any mishap due to natural calamities or unforeseen events such as earthquakes, floods, or fire.

20. Program Adjustments:

The institute reserves the right to change program schedules, venues, timings, or class days as needed without prior notice. Decisions made by the Directors are final.

21. Disciplinary Action:

The institute reserves the right to expel students for disciplinary violations. No refund claims will be entertained in such cases.

22. Grievance Redressal:

Any issues or concerns should be reported to the administration in a respectful manner for resolution.

23. Test Result and Other Information:

Both **students** and **parents** must provide their **current mobile numbers** and **email IDs** in the registration form. Test results and all-important updates will be shared via these contact details.

If the provided information is inaccurate or not updated, we will not be responsible for any missed notifications.

Fee Structure

One Time

Two Time

Instalment

Monthly

1. Payment Schedule: If you opt to pay on a monthly basis, fees must be paid in advance by the start of each month.

2. Joining Date: Your first payment should cover the period from the joining date to the end of the first month, and then monthly thereafter.

3. Advance Payment: Every monthly fee must be paid in advance. Failing to pay on time may result in a late fee or suspension of access to classes until the payment is settled.

This policy ensures timely access to all classes and resources, supporting continuous learning without interruptions.

Sr. No	Due Date	Total Fee	Installment Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

1. Combined Course Fee: When enrolling in any combined course (Full Course for NEET/JEE), the total course fee must be paid upfront for all subjects.

2. Mid-Season Withdrawal: If you decide to leave the course mid-season, you will still be required to pay the full course fee. No partial refunds will be provided for students who leave the course midway.

3. Refund Policy: Refunds are not applicable for any course once the classes have commenced. However, a refund will be provided only if a student withdraws within 15 days of the course starting, subject to the policy terms mentioned.

4. Late Payment Fee: A late fee will be applicable for any payments not made within the prescribed time frame.

Refund Policy

1. Refund Requests: Refund requests can be made only within 7 days of the course start date, with a valid reason.

2. Refund Amount:

If a student withdraws within 7 days, Deduction of Rs 500.

If a student withdraws within 15 days, Deduction of Rs 5,000 (admission charges).

No refund will be provided after 15 days from the start date.

In case of cancellation due to disciplinary action: No refund will be made.

Refund requests must be submitted in writing and will be processed within 30 days of approval.

3. Course Transfer: Course transfer is allowed within the same academic year, subject to availability and approval.

Declaration

I have read the rules and regulations, and I am seeking admission of my own interest and will. The information furnished is correct to the best of my knowledge. I agree to abide by the fee refund rules and regulations.

Signature of Student: _____

Signature of Parent/Guardian: _____

Date: ___/___/_____