



Personal Details

Date:	Title: (MR / MRS / MS):
Surname:	Other Name:
Address:	
Date of Birth:	ID No:
Tel (Res):	Mobile:
Email:	
Occupation:	
Company / School Name:	

Referee / Parents Details

Title (MR / MRs / MS):	Occupation:	Relationship:
Surname:	Other Names:	
Tel (Res):	Mobile:	
Email:		

Educational Details

Cambridge School Certificate year:	English:	French:	Mathematics:
Cambridge Higher School Certificate / A Level year:		General Paper:	
Post Secondary			
Qualification:	Institution:	Year:	
Qualification:	Institution:	Year:	

Courses Details

Course Name:	Course fee	Rs:
Duration:	Discount	Rs:
Start Date:	NET Fee	Rs:
Exam:	Deposit	Rs:
Remarks	Amount due	Rs:
Mode (PT/FT):		
Completion Date:		

I _____, certify that the above information is true and accurate, and that no information requested has been omitted. I shall abide to the rules and regulation of SNIT Business School and complete my payment on time.

Applicant Signature

Referee / Parent Signature

Manager Signature

Rules & Regulations

1. Registration

- A) All students are required to register prior to starting a course.
- b) Registration is automatically terminated if he/she has committed gross misconduct that may tarnish the image of the institute, including damage of property, theft and harassment towards fellow students or staff. All outstanding balance at the time of such termination has to be settled by the student.
- c) The management may refuse right of access of a student to his/her class for any misconduct or inappropriate dressing or non-payment of course fees.
- d) The institute reserves the right not to start a course in case of inadequate number of students.
- e) Referee will act as guarantor for student in case of non-compliance.

2. General Rules

- a) Students are required to attend class regularly and they may not be allowed to take examinations for poor attendance record (less than 80%)
- b) SNIT may and shall contact the parents/referee for continued absences or late payment of course fees.
- c) Students are required to follow the codes of conduct generally applicable to an educational institution.
- d) All students are requested to dress up in formal attire at all times.
- e) SNIT would take no liability for any loss of personal belongings for students.
- f) Students are expected to access the internet only for works related to their course. Browsing illicit sites is strongly prohibited.
- g) The contents of any notice posted on SNIT notice boards will be assumed to be known to students.

3. Payment

- a) All monthly installments of course fees have to be effected before the 5th of the month.
- b) The management reserves the right to apply a fine of 10% for late payment.
- c) **THE MANAGEMENT MAY DENY STUDENTS TO TAKE PART IN EXAMS FOR NON PAYMENT OF COURSE FEES OR MONTHLY INSTALMENTS.**
- D) **CERTIFICATES AND RESULTS WILL Not BE ISSUED To STUDENTS WHO ARE Not UP TO DATE WITH THEIR MONTHLY PAYMENTS OR COURSE FEES'**
- e) All payment by cheque should be drawn to the order Of World Islamic Mission (SNIT).
- f) Students should claim a receipt for all payments they make.
- g) For non-payment of fees, SNIT may contact a solicitor for claim formalities, the full expenses' and related costs, of which will be borne by the student or the parent/referee'

4. Refund Policy

- a) All requests for a refund must be submitted officially in writing and must be accompanied by official documentary evidence of the grounds for the request.
- b) A total refund will only be granted in the event it at SNIT is unable to provide the course for which an offer has been made.
- c) No refund claim will be entertained in the following circumstances:
 - 1. When students have already been registered with a foreign institute.
 - 2. If the student has been dismissed from a course due to gross misconduct.
 - 3. If the student has already attended at least one session of a course.
 - 4. If the request for a refund is made 3 months after a student has enrolled without following the course'
- d) If a student withdraws from a course without following a single session, then the student will receive a
Refund of fees paid minus 10% of the cost of the course fees that is withheld, provided that no transfer of funds has already taken place with a foreign institute at that time.
- e) All course materials should be returned back before any refund can be processed.
- f) If the course fees have not been paid and a student withdraws without any acceptable reasons, he or she is still liable for that portion of tuition fees applicable at the time of withdrawal.

Read and understand	Read and Understand

Rules & Regulations