

4. Academic Qualification

Level/Grade (eg: x.xii,BA, B.SC, B.COM,M.COM etc.)	Name of the Institute (School, College)	Name of Board/University	Passing out Year	Results (Grade or %)

5. Employment & Work Experience (attach additional sheet (s), If necessary)

Name of Organization	Designation	Full or Part Time	From		To	
			Month	Year	Month	Year

6. Language Known

Read Write Speak

Please indicate from where you heard about the course : (name of the news paper, from where is the Internet and so on)

Declaration by the Applicant

I hereby declare that I have read and understood the conditions of eligibility and terms and conditions for the programs for which I seek admission. I have been provided with the necessary information and have been explained in this regard. In the event of my any information found incorrect or misleading, my candidature shall be liable to cancellation by the institute at any time and I shall not be entitled for the refund of any fee paid by me to the institute.

Date :

Place :

Signature of Candidate

Terms & Conditions:

1. TFA reserves the right of admission.
2. In case of any misconduct in the classroom the institute has every right to cancel the student's admission.
3. Fees once paid will not be refunded. In case you do not pay the balance by the stipulated date, you shall not be allowed to continue the course. The amount paid for is against part / full payment for the course only.
4. All copyrights regarding the materials used in this program are reserved by TFA.
5. Students once enrolled for a course / program will not be permitted to change their course / program and as such no adjustment or refund in fees would be made. Furthermore, if the student wishes to change the course / program a new admission on that regard is required with all the formalities and fees.
6. A minimum of 85% attendance is must & required for you for shaping your career in the field. Candidate who are not able to maintain this 85% of attendance are deteriorating their career at their own will.
7. Students have to arrange their own internship or placement in their concerned field by themselves and inform the institute. The institute may provide guidelines or help to students in arranging the same.
8. Student is required to fill up the re-registration / examination form for every semester before the examination.
9. The management of TFA reserves the right to print / publish the name, photographs and results of successful candidate as and when required.

In addition to the above general norms, further new rules and regulations may be introduced from time to time as future requirements. This will be duly notified to the students and they are liable to abide by them. I have read the above terms & conditions & the same are acceptable to me in totality.

Guardian's Signature

Student's Signature

HAPPY LEARNING!!

