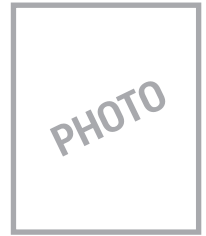




# APPLICATION FORM

## ONLINE VIRTUAL CERTIFICATE COURSE IN HANDICRAFTS EXPORTS MANAGEMENT

"EPCH HOUSE", POCKET-6 & 7,  
SECTOR 'C', L.S.C., VASANT KUNJ,  
NEW DELHI-110 070.



Student Name \_\_\_\_\_ Mob. No.

Email ID \_\_\_\_\_

Gender  Male  Female  Other  Date of Birth

1. Mother's Name \_\_\_\_\_ Mob. No.

Email ID \_\_\_\_\_

2. Father's Name \_\_\_\_\_ Mob. No.

Email ID \_\_\_\_\_

3. Guardian's Name \_\_\_\_\_ Mob. No.

Email ID \_\_\_\_\_

4. Current Qualification \_\_\_\_\_

5. Name of the Institute \_\_\_\_\_

6. Permanent Address \_\_\_\_\_

Locality \_\_\_\_\_ Pin Code \_\_\_\_\_

7. Correspondence Address \_\_\_\_\_

Locality \_\_\_\_\_ Pin Code \_\_\_\_\_

Signature of the student:

Name:

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### For Office Use Only

Payment Detail:

Application Status:

Remarks:

Signature of Dean

## TERMS AND CONDITIONS OF ADMISSION & PAYMENT OF FEES:

### Please read the conditions carefully

1. To enroll as a Student of EPCH, the application/admission form must be duly filled and signed.
2. Follow the instructions and terms carefully.
3. Students are required to submit the following documents
  - a. 1 recent passport size photograph
  - b. Certificate of Birth
  - c. Address Proof
  - d. Identity Proof
  - e. Last school leaving certificate/marksheet
  - f. Last college/university leaving certificate/marksheet (if applicable)
4. The tuition fees be paid in advance and same is non-refundable and not transferable.
5. Fee to be paid in favour of EPCH.
6. The EPCH reserves the right to increase the fees at any time but fee increase will not apply in cases where the fees have already been paid.
7. In case any student is dismissed or disallowed to attend classes on grounds of indiscipline, then the fee paid shall not be refunded under any circumstances whatsoever.
8. If any damage is made to the property of EPCH, the student responsible for such damage will have to pay for such damage.
9. The Cheque dishonor will attract a penalty of Rs. 500.
10. By enrolling with the EPCH, the students, parents, guardians for the students, consent to the reasonable use of the student's details and academic achievements including images or recordings of the students howsoever made, for promotional purposes.
11. EPCH shall not be liable either death or personal injury suffered by any student except as may arise through the negligence of the institute. Parents and students also agree that the institute may administer any non prescription medication of first aid as is deemed appropriate and to seek medical, dental or optical treatment when required.
12. Any information provided to EPCH may be held on computer and shall be used by the institute with its data protection principles.
13. EPCH will not be held liable for any property or money lost on the EPCH premises.
14. EPCH reserves the following rights:
  - a. To alter the content, nature and venue of a programme at any time
  - b. To alter the details of any published information at any time
  - c. To alter method of payment if deemed necessary at any time
15. EPCH will be using the student's contact details to communicate necessary information about the student's course even if the student is a subscriber to DO NOT DISTURB/DO NOT CALL.
16. Cheques dates are notified by EPCH at the time of admission are fixed and non-negotiable. Cheques will be deposited on those defined dates only.
17. Admission of the student is effective only after the receipt of payment of course fee Rs 10,000.00 inclusive of GST and submission of all cheques or processing of payments through Credit/Debit Card/NEFT etc. as per the payment plan selected, in favour of:

Beneficiary: Export Promotion Council for Handicrafts  
Address: 'EPCH House', Pocket 6 & 7, Sector – C, LSC Vasant Kunj, New Delhi.  
Bank: Punjab National Bank  
Branch: Mahipalpur, New Delhi, 110037  
Current a/c no.: 00291010002970  
RTGS/IFSC Code: PUNB0002910  
MICR Code: 110024525

Please note that no RECEIPT will be generated and or issued by EPCH unless the above has been complied with.

18. Any effect on the fee due to change in taxes levied by government, will be refunded or recovered, to or from the student, as applicable pursuant to any changes in government regulations.
19. The student should have at least 75% attendance to appear evaluation.
20. The expenses for participating in outdoor events, industrial trainings, practical classes, projects, industrial tour happening outside the campus is not part of the tuition fees. The expenses to be borne by the student itself.
21. Unless otherwise stated fees for courses quoted are for tuition only. Any other fees are not included and will be listed separately.
22. To qualify for the industry training/practical classes students are expected to meet minimum 75% of classroom attendance.
23. The students are obliged to participate for practical classes/industrial trainings in the roles/positions as designated by EPCH.
24. The institute reserves the right to cancel courses and amalgamate classes, change class time or schedule, or change the number of lectures in a week or discontinue a course if need arises. Reasonable effort will be made at all times not to inconvenience students.
25. The Terms and Conditions mentioned above shall be governed by the laws of India and any dispute or differences between EPCH and student shall be subject to the exclusive jurisdiction of the Courts at Delhi.

I have read the Terms and Conditions mentioned above and agree to abide by them.

Signature of the student:

Signature of the Parent/Guardian:

Name:

Name: