



These Rules and Regulations must be read and understood before signing up your enrolment

1 Enrolment

1.1 Enrolment form unless properly completed will not be accepted.

2 Course fees

2.1 Course Fees refer to tuition fees only ; study texts should be purchased separately .

2.2 Payment facilities are subject to conditions to be understood and endorsed separately

2.3 All Payments are acknowledged by the issue of official receipt duly stamped

2.4 Payment by bank transfers will be likewise acknowledged on confirmation of receipt of the funds

3. Refund Policy is a separate document appearing below as page 2

4 Discount Policy

Discounts apply to repeaters who during the immediately past twelve months studied at Belstar and obtained a fail A in the module they wish to enroll for

5. Sponsorship

5.1 Sponsored students should submit a letter from their sponsor who accepts to settle tuition fees

5.2 In the absence of a sponsorship letter , the student shall pay the fees as any other student.

5.3 On full settlement from Sponsor , the student shall be refunded in full fees they have already paid .

6. Tutors' Notes and assignments

6.1 Tutors'Notes are an integral part of lecture and are emailed only to those who attend class

6.2 Request for notes from an absent student should be in writing and give the reason for the absence

6.3 Drop out students are no longer entitled to Tutors' notes.

6.3 Students should ensure that the lecturer has their valid email address and tel no at all times .

6.3 Tutors' notes are subject to copy right and shall not to be communicated to any other party.

6.4 Assignments unless submitted at the time set by the tutor will be refused .Tutors are under no obligation to justify their refusal.

7. Complaints

7.1 A copy of the complaints procedures is affixed on the notice board .

7.2 Students have a duty to draw attention to any unsatisfactory matter relevant to their courses .

Management

Revised 01 Oct 2017

Refund Policy

1 Conditions of offer for tuition Courses

The offer of tuition in any module may be withdrawn and tuition cancelled if a minimum enrolment number is not reached by the closing date for application.

2 Refund upon cancellation

ALL course fees paid on enrolment for module become fully and immediately refundable
If the module is withdrawn and classes cancelled

3 Liability for Fees

Once enrolled a student remains liable for the total fees payable. The granting of payment facilities

Is subject to firm commitments and does not exonerate student from payment even if they drop out

4 Drop out

Anyone wishing to drop out from a course should notify management in writing giving the reasons

thereof. Depending on such reasons management will exercise its discretion to determine whether

- 1 to waive / reduce liability for unpaid fees
- 2 to refund partly fees already settled

5 Non- Refundable payment

Subject to (2) course fees paid on enrolment are non- refundable. However request for a part refund

may be considered in the following circumstances

- 1 the request for refund must be made in writing setting out the reasons thereof
- 2 the request must be made within seven days following the release of exam results
- 3 A minimum retention of Rs 1000 may be applied

6 Mode of Refunds

A refund shall be effected by a crossed cheque in favor of the party who originated the payment.

7 Sign off for Refunds

Any party entitled to a refund shall provide to the Training Centre a statement of discharge.

Manager

Date

07 October 2017