

MENIIT

TERMS & CONDITIONS

(For Enrolled Students)

The enrolled students must follow the terms and conditions of MENIIT without exception, failing which strict action (disciplinary and/or legal) will be taken. The students are expected to follow the codes of conduct laid down by the MENIIT management. Violations of any of the under-mentioned points might lead to expulsion.

1. Fee Payment

- The student/parent is expected to pay the fee instalments in complete on the prescribed dates without delay. For different acceptable methods of payment, please contact our front office at study/corporate centers.
- Delay in fee payment that is uninformed or whose approval has not been authorized by the center head, will lead to immediate barring of all offline and online services.

2. Fee Refund

- For long term courses, fee refund is possible only as per the rules laid down by the management. To know more about our refund policy, check for our refund document at the front office of our study/corporate centers.
- For **short term courses, refund is not eligible**. Kindly check our refund policies for more details.

3. Identity Card

- All students **must carry their ID card** issued by MENIIT, when they come for classes. In event of loss of card, a duplicate card may be requested by paying the processing fee.
- Students not carrying the ID card shall not be allowed to attend classes at the centers under any circumstance. Read and follow all instructions given on the ID card issued to you.

4. Change of Batch/Centre/Course

- It is the student's responsibility to assess, which course is most suited for him/her. The front office staff can assist the student in arriving at the correct selection but will not be held responsible for a wrong selection. However, once selected the student will not be able to change the course.
- If the student wishes to change from one MENIIT study center to another then this may be possible through an application submitted by the parent, clearly stating the reason for the change.
- MENIIT's management holds the right to reject any application in case the reason is not justified.

5. Study Material (Books and Question Banks)

- It is the student's responsibility to collect the study material from the academic coordinator and sign the receiving document. If the student is absent on the day of distribution of the material, then it is his/her responsibility to collect it on another day and sign. If the student does not sign the receiving, then further materials shall not be given till proper reason is provided.

- **MENIIT owns the copyright of all published books.** These books are intended for the use of enrolled MENIIT students only and must not be sold/photocopied/transferred to other candidates in any form and under any circumstance. Strict legal action will be taken against any student/person found doing so.

6. Absenteeism

- Students must attend their classes regularly in their assigned batches and at the given time as per the issued time table. In view of absenteeism, it is the responsibility of the student/parent to inform the academic coordinator of the reason for absence. Permission to attend the missed class in another batch is subject to the discretion of the management.
- In case of absenteeism, relating to a medical issue, proper supporting documents should be provided to the center head by the parent. The center shall take all possible measures to help the student in genuine cases.
- In view of uninformed absenteeism, the services of the student shall be temporarily terminated till any further information is received from the student or parent. This is strictly discouraged as this will lead to hampering of the student's flow of study.

7. General Instructions

- Students are advised to adhere to strict discipline and sincerity within the premises of MENIIT. If any student is found contravening any rules like – misbehaving with staff or classmates, fighting, blocking seats, disturbing the class flow, damaging property or indulging in any other illegal activity, then MENIIT reserves all rights to debar the student from attending classes, blocking the student's online services and initiate strict legal action against the student, finally leading to expulsion. No refund of fee will be given in such cases.
- Time Table is subject to change based upon availability of faculties and classrooms. Prior intimation shall be given to all students in case such a change is warranted.
- Extra classes may be scheduled during summer vacations and/or restricted public holidays if required.
- Students will be solely responsible for the safety of their mobiles and other belongings. MENIIT will not be responsible for any damage or theft to the belongings.
- All students are required to maintain strict discipline as regards their dress; language is concerned.
- All students enrolled with MENIIT, in long-term offline, short-term offline, online, test series or any other program, will be counted as students of MENIIT and hence reserves all rights to publish the photograph/rank/result of our enrolled student in NEET, JEE, Olympiads and other related competitive examinations for marketing in this year and in future years.
- MENIIT, reserves all rights to make alterations in its programs/fees/faculties/venue of classes without any prior notice to anybody. However, all such changes will be well-informed to all enrolled students much in advance. The decision of MENIIT management shall be final and binding.

8. MENIIT, shall not be responsible for completion of course and syllabus in event of failure or delay in delivering classes caused by results from acts beyond our control including, but not limited to Acts of God, which include natural disasters and national or regional emergency. In such cases, refund/replacement/course validity/course curriculum and other policies may be revised by MENIIT management and will be considered final and binding on all.
9. It is mandatory for the student to submit the photocopy of admit card/application form of JEE (Mains & Advanced), NEET and any other related entrance exam that he/she is going to appear in.
10. Course fees may vary from center to center and state to state.

Declaration:

By signing below, I acknowledge that I have fully read and understood the Terms and Conditions and will abide by them.

Date: __/__/__

Student's Signature: _____



MENIIT

REFUND POLICY

As an organization of commitment and honesty, we pledge complete transparency in all refunds. We operate with complete dedication towards all refund requests, ensuring a fair and impartial process. If our student chooses to discontinue and decides to disengage from the ongoing course then we will require him/her to follow the steps laid down by our institute and apply for a refund. The steps for application are as below:

1. Request from the **parent/guardian is only acceptable** through a written refund application and/or email. Please note that, we do not accept the applications verbally over telephone or from any other person/relative/friend. The application should clearly mention:
 1. Student's Name, MENIIT Roll Number and Date of Submission.
 2. Reason for leaving the course and seeking a refund.
 3. Contact details such as address for correspondence, mobile number(s)
 4. The application should be duly **signed by the parent/guardian** and relationship with the student should be mentioned.
2. The application form should be **submitted in person** at the front office and/or email. The date of receiving the application with us will be the date mentioned on the application or the date of the email and shall be the **reference point for calculation of refund**.
3. The refund shall be processed exclusively into a **"Savings Account"** authorized by the **parent/guardian**.

It is imperative to note here that refund processes require authorizations from the study center as well as the corporate office and can take some time. A time period of **45 days is usually required** to process the refunds. In case the duration includes festival holidays and/or an emergency then longer time might be needed. Once the refund is processed, information from the study center/corporate center shall be sent to the student and parent to confirm receiving of the refund amount.

Please read carefully: Our refund policy is given here for the student's and parent's consideration:

	Admission Fee	Tuition Fees + Other Fees
Before Batch Commencement	Non-Refundable	100% Refundable
Week-1		80% Refundable
Week-2		60% Refundable
Week-3		40% Refundable
Week-4		20% Refundable
Week-5		Non-Refundable

IMPORTANT OF SCRUTINY POINTS ABOUT REFUND CALCULATION

Points of contention should be resolved through proper transparency. We as a responsible organization believe that proper communication through our documents is vital to our transparent policy and will go a long way in resolving confusions or misunderstandings on either side. Some important points that could lead to doubts are resolved as below:

1. The **joining date** of the student is always taken to be the **date of commencement of the batch** regardless of when the student joins his/her classes in actual. The **closure date** is the date when the **refund application is received at the center** and not the last date of attendance of the student.
2. Please note that fees for **all short-term courses** (such as crash course & test series course) are **not eligible for refund**. As per the MENIIT company policy, refund is processed only for students who have enrolled in our **long-term courses that are of a minimum duration of 1-year and longer**.
3. All refunds will be done through **cheques** only and into the **account of the Parent/Guardian**. No refund will be given as cash or any other mode.
4. If a parent/guardian has opted to take a **loan** for the student's course, then the loan amount will be refunded to the loan partner based on the policy's eligible amount. Any outstanding amount with the loan partner after refund **must be cleared by the parent/guardian** in coordination with the lending policies of the loan partner.
5. Please note that **MENIIT will not be responsible** for any **unpaid obligations of the loan partner**, as it is governed by the lending policies of the loan partner.
6. Refund applications **after Week-5 from the commencement of the batch** are **not eligible** for a refund. As per the institute's policy refunds are issued only within 5 weeks of the start of the batch.
7. MENIIT will follow its standard protocols to gauge the genuineness and authenticity of the reasons raised by a parent for seeking withdrawal. Hence it is compulsory for a parent to submit proofs of all reasons cited in the withdrawal request.
8. MENIIT management reserves the **right to reject any refund application without giving any reason whatsoever**.
9. Refund amount will be calculated on the **Actual Fee** i.e. the **fee paid without GST** or any other Tax.
10. Please take admission in **MENIIT**, after you are fully satisfied with all the Terms & Conditions of MENIIT. Numerous resources are procured in advance for the students who are taking/have taken admission so students and parents must understand that a student who leaves after accepting admission, disturbs the remaining system and hence withdrawals are strongly discouraged except for cases that are beyond one's control.

Declaration:

By signing below, I acknowledge that I have fully read and understood the MENIIT refund policy.

Date: __/__/__

Parent/Guardian Signature: _____