Roll No. _____

English Language Teaching Institute of Symbiosis (ELTIS)

Form of Application for Admission to

CERTIFICATE COURSE IN ENGLISH (Long Term : 6.5 months) /
CERTIFICATE COURSE IN ENGLISH (Short Term : 4.5 months)

To
The Director
ELTIS
419, Model Colony, Pune -411 016 - Maharashtra (INDIA)

I would like to apply for admission to the **CERTIFICATE COURSE IN ENGLISH** for the academic year 20___- 20___. I wish to join the August/October/January/March batch. Along with this application, I enclose the sum of US$ _____ / INR _____. I am sending this amount by cheque/by bank draft/in cash.

Name of the Student

1) First Name (Capital Letters) Mr./Ms.

E-mail ID _____

2) Male / Female

3) Married / Unmarried

4) Father's Name (Capital Letters)

5) Family Name (Capital Letters)

6) Nationality

7) Date of Birth

8) Mother Tongue_____ Other Languages Known _____

9) Passport No. Issued Date Valid upto

10) Visa No. Issued Date Valid upto

11) Permanent Address of Father or Guardian (Home Country)

House No. _____

Building Name _____

Street Name _____

State_____ Country_____ PIN Code No. _____

For Office Only

Challan No. _____ Received US$ _____

Receipt No. _____

12) Parents' Telephone No. with country code | | | | | | | | | | | | | | |

E-mail ID _____

13) Name of the Local Guardian and Address Mr./MS _____

House No. _____

Building Name _____

Street Name _____

State _____ Country _____ PIN Code No. _____

14) Local Guardian's Telephone No. | | | | | | | | | | | | | | |

E-mail ID: _____

Rules and Regulations

ADMISSION:

- All admissions are non-transferable and fees are non-refundable. The Director will not entertain any requests for refund/transfer of fees. You may approach the Director in this matter.
- All students must register at the Police Commissioners office within 14 days of arrival in Pune after registering their documents at ELTIS and submit a copy of the passport, student visa, residential permit and 5 copies of passport size photographs to the ELTIS office, so that an identity card can be issued to the student.
- On arrival at the institute, the students need to take a screening test in English Language skills. The test is compulsory.

ATTENDANCE & ELIGIBILITY FOR FINAL EXAMINATION:

- 85% attendance is compulsory. Any student who does not fulfill attendance requirement will not be permitted to appear for the final certificate exams.
- All students must arrive on time for classes every day.
- The student should clear midcourse examinations.
- The student should submit all the assignments or projects during the course.

EXAMS:

- For 6.5 months course, there will be 2 projects and 2 monthly tests during the course and a final exam at the end of the course.
- For 4.5 months course, students will have to undertake 1 monthly test and 1 project followed by a final exam at the end.
- Students, who choose to return to their country during the course for any personal reasons viz. Ramadan, relative's illness, holiday, home sickness need to file a leave application and can be allowed only under special circumstances. Leave will be sanctioned by the Director/Dy. Director. Leave without permission will be taken as absence.
- If the student is absent for more than a week without explanation, his/her name will be reported to the police.
- Any leave from classes to go on pilgrimages and other pleasure trips will not be sanctioned.

HEALTH CHECK-UP:

- For all medical or health requirements, students must go to Symbiosis Center Health Care (SCHC). For medical leave, students should get a certificate from SCHC. Any certificate from any other practitioner will not be considered.

CODE OF CONDUCT:

- Any kind of misbehavior with the ELTIS staff or fellow students will disqualify the student to appear for the final examination. Students should please note that his/her admission may be cancelled if he/she is impolite to any member of staff of ELTIS or he/she misbehaves in class or on campus.
- All Symbiosis campuses are non-smoking zones. Students must not smoke within the institute building. If any student is seen smoking, will have to pay a fine of Rs. 500/-.
- Students have to pay a nominal parking fee to the parking attendant or obtain a parking pass for the duration of the course.
- Students must always carry their I-cards in the institute campus and at all official events.
- Use of cell phones is not permitted during class. Students should avoid making and receiving calls on their mobile phones during class timings, if not, the phones will be confiscated by the teachers/staff.
- Students will be responsible for their belongings. The institute will not be responsible for loss of any personal belongings of students.
- Students discontinuing the course for personal reasons can get their report cards on request.
- All students should bring their traditional dresses for activities organized at ELTIS.

Declaration:

I have read the rules and regulations of the institute and I promise to abide by them and ensure that my ward follows them too.

Signature of Parent/ Guardian Signature of student

Date: