ENROLLMENT FORM

IT Smart Plus	☐	**IT Gen Plus**	☐	**Smart Commerce Plus**	☐		
Smart Commerce	☐	**Gen Commerce**	☐	**Gen Commerce Plus**	☐	**TID**	☐☐☐☐☐☐☐☐
Digi Gen	☐	**DigiSmart-2**	☐	**DigiSmart New**	☐		

Name ……

Father's Name ……

Mother's Name ……

Nationality……

Date of Birth……(DD/MM/YYYY)

Affix latest Passport size color photograph

Correspondence address ……

……

City ……Pin code…… State ……..

Mobile No +91-…… Guardian's no ……Email ……@……

Gender: Male ☐ Female ☐ Blood Group ☐

Occupation……..

Languages Known :

ENGLISH	READ ☐	WRITE ☐	SPEAK ☐	
HINDI	READ ☐	WRITE ☐	SPEAK ☐	
OTHER ☐	READ ☐	WRITE ☐	SPEAK ☐	

Education

Examination	School/College	Board/University	Year of passing	Percentage
10th /Equivalent				
10+2(High school)				
Graduation				
Post Graduation				

Declaration

I hereby solemnly declare that the information in the application is true, correct to the best of my knowledge and belief. The Documentation supporting it will be correct and complete. I have read understood the rules overleaf & do agree to abide by them.

Place……. Candidate Signature……

Date……. Parent /Guardian's name……

FOR OFFICE USE ONLY

Receipt No……Centre ……City……

Accepted By …… …… Date ……

Batch No ……Batch Date ……..Center Person Signature……

With date & seal

Terms & Conditions

1. Once the Batch is started change of center Batch/Timing is not possible.

2. If the participant wants to change Batch/Timing in the same center then he/she has to pay Rs.500/- towards Batch Transfer Fee, and this is only possible with subject to availability of batch in the same center. This is dicretion of APLL HO only. Incase of non availability of the batch/seat in the same center, student batch change request will not be approved and Rs.500/- will not be collected in such cases.

3. Carrying of ID card is a must to attend the classes.

4. In case of loss of ID card, information should be given to the APLL Co-ordinator at

5. Reissue of ID card will be done after paying the amount of Rs.50/- at the center.

6. After successful completion of classes and examination APLL provide the certificate to the participant.

7. Certificate will be given only to the participants who will attend the course with minimum 70% attendance in theory and practical classes separately and clears the examination.

8. In case the candidate has sufficient attendance percentage but fails in the examination, reset exam fee has to be paid by the student as per the policy applicable at the particular point of time.

9. Certificate can be collected at the respective center.

10. In Lab, computer to student sharing ratio is 1:2.

11. Repetition of classes will not be provided to the absentees.

12. Medium of instruction is English.

13. Course material replacement charges cost of individual books/entire set as mentioned in the price list at APLL Regional Offices.

14. Student might be debarred from the classroom/Course in case of objectionable behavior including but not limited to.
. Copying of software from the Computers in the center.
. Viewing/sharing pornographic material.
. Harassing co-students.
. Deleting/tampering the content of the other students/staff/center.
. Hacking the data of center or networking passwords.
. Hacking data of co-students/staff.
. Refusal to vacate the computer even after the student's schedule time, and
. Otherwise obstructing the delivery of the instructor in the class.

    In such cases student will not have any right to claim for refund of the amount paid.

15. Any damage caused by the student to be borne by the student.

    Usage of electronic devices like Mobile phones in class/lab is not allowed. Violation of this may result in seizure of the instrument and debarment.

16. If a student is harassed by any other student or if his personal belongings are damaged, center head will conduct and enquiry and if justified shall ask the concerned person to pay the charges upon th pain of ebarment. However the company is not liable to pay any damages towards loss of student's personal belongings/properties like books, pens, footwear, or any other articles in the center.

17. Student is not entitled to carry any of their personal floppies/CD's to the lab.

    If a student does not utilize his allotted lab time, he/she will not be entitled for any extra lab time.

18. Course related decisions like Hard disk space allotment to student etc, taken by the center head are final.

19. **Company does not provide any job guarantee to the participants of the course.**

Incase of any Suggestions/Complaints/Grievances, please email to :