

R. No.



Form No.

ENGLISH LANGUAGE TEACHING INSTITUTE OF SYMBIOSIS (ELTIS)

Plot No.419, Model Colony, Gokhale Cross Road, Next to Atur Centre, Pune-16.

ADMISSION FORM 2015-16 PERSONAL DETAILS

Course Date: From _____ to _____

1. Name: - _____
(In Capital Letters) (First Name) (Father's/ Husband's Name) (Surname)
2. Address:- _____

3. Phone: _____ Mobile: _____ 4. Gender: M / F _____
5. E-mail ID _____ 6. Date of Birth: _____
7. Academic Qualification _____
8. Name of College / Office: _____
9. Designation / Profession: _____
10. Batch you wish to join: (Put a tick - mark (√) in front of the timing & level)

SPEAKFAST COURSES

Course Timings	Foundation	Upper Basic	Inter-mediate	Advanced	Effective English Writing	Functional Grammar	PD	Personal Tuition	Other
08.00 to 09.30 am									
09.00 to 10.30 am									
04.00 to 05.30 pm									
05.30 to 07.00 pm									
07.00 to 08.30 pm									
Weekend Batch : Sat.: 03.45 pm to 07.00 pm Sun.: 09.30 am to 12.45 pm (3 hours both days)									
Rapid Batch:	08.00 to 10.00 am / 10.00 to 12.00 noon / 04.00 to 06.00 pm / 06.30 to 8.30 pm								

- Fees paid by me in cash Rs.

I am aware of the following rules and I promise to abide by them:

1. Fees are non – refundable.
2. Transfers to any other course later on, may not be entertained.
3. The award of certificate will be subject to:-
 - a) Minimum 85% attendance. Coming late by more than 10 minutes will be considered as absence.
 - b) Satisfactory performance in all tests and assignments.
4. Students may avail the library facility from 9.00 am to 7.00 pm. Books will not be issued for home-reading.
5. Students should strictly switch their mobile phones off or put them on silent mode during the classes. The use of mobiles during class hours or in the Library will attract punishment.
6. All Symbiosis Campuses are "Non-Smoking Zones". Any offender will be fined Rs. 500/.
7. Parking is regulated centrally from the head office of Symbiosis Society for all campuses. Students are requested to obtain a pass from the parking attendant for the duration of the course, at a nominal cost.
8. Violation of the rules or impolite / rude behaviour with staff members will result in cancellation of admission.
9. In all matters of disagreement, the decision of the Director will be final.

I also acknowledge that any other rules & terms of discipline as in force at ELTIS from time to time will be binding on me.

Date: _____

Signature of student: _____