



Roll No. _____

English Language Teaching Institute of Symbiosis (ELTIS)

Application Form for Admission to Diploma in Practical English and Life Skills (DPELS) Under Symbiosis International University (January 2017 - December 2017)

I-card
size
photo

The Director
ELTIS
419, Model Colony
Pune- 411 016.

Dear Sir,
I would like to apply for admission to the **Diploma in Practical English and Life Skills (DPELS)** for the academic year **January 2017 – December 2017**. Along with this application, I enclose the sum of Rs. _____/- as the first installment. I am paying this amount in cash/ online. I will pay the second installment of Rs. _____/- as per your rules OR I am paying complete amount of Rs. 18,000/- in advance.

Batch Timing: 8.00 to 10.00 am **OR** 6:30 to 8:30 pm

Name of the student

1) Mr. / Ms. (Capital Letters)

| FIRST NAME | | | | | | | | | | MIDDLE NAME | | | | | | | | | | SURNAME | | | | | | | | | |
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2) Mother's Name

2) Male / Female 3) Married / Unmarried 4) Date of Birth

5) Mother Tongue _____ Other Languages Known _____

6) Local Address:

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7) Telephone No. (with STD code)

8) Mobile No.

9) Email ID

10) Permanent Address

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Received Rs. _____ In words _____

Rules and Regulations:

ADMISSION:

All admissions are non-transferable and non-refundable. The Director will not entertain any requests for refund / transfer of fees.

DOCUMENTS REQUIRED:

Two copies each of the following self-attested documents must be submitted:

1. Statement of marks of HSC or Diploma
2. Passing certificate of HSC or Diploma
3. Degree certificate or mark list of any other degree
4. Affidavit for change in name (if applicable)
5. Photographs (4)

SCREENING TEST:

On the very first day of the programme, the students will be given a screening test in English language skills. The test is free and compulsory.

LEAVE:

- Students absent for 3 consecutive days will have to furnish a written explanation.
- Only submission of application without approval does not mean sanction of leave.

ELIGIBILITY FOR FINAL EXAMINATION:

- Minimum 75% attendance in each course is mandatory to be eligible for the final exams.
- The student should take all the internal assignments during the course as per schedule. Assessment by the teacher will be final.

CODE OF CONDUCT:

- Students should not go out for any personal work during class hours.
- All Symbiosis campuses are non-smoking zones. Students should not smoke within the institute premises. Any student 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 should always carry their I-cards in the institute campus and at all official events.
- Use of cellphones is not permitted during class. The phone will be confiscated by the teacher/staff, if the student is found using it.
- Students will be responsible for their belongings such as cash, cellphones, laptops, ornaments and books, etc. The institute will not be responsible for any loss of students' personal possessions.
- Any kind of misbehaviour with ELTIS staff or fellow students will disqualify the student from appearing for the final examination. His/her admission can also be cancelled, without any refund.
- In all matters of dispute, the decision of the Director, ELTIS will be final and binding. Jurisdiction: Pune.

DECLARATION:

I have read the rules and regulations of the institute and I promise to abide by them.

Signature of Student:

Date: