

ETEC Policy, Rules and Regulations

Vision and Mission Statement :

The mission of the ETEC is to empower and equip all its graduates for global success in leading strategic roles in the domains of bilateral/ economic relations with France, countries of European Union and their home country.

To accomplish our mission, we are committed to the following guiding principles :

Maintaining high expectations and performance -standards for all its students

Ensuring professional modules, project accountability and clear communication

Sustaining effective collaboration with relevant administrative authorities and business/industry partners

Engaging in innovative instruction, proficient technology use, and expanded student opportunities

Delivering quality instructions in safe, clean, well-maintained facilities with all the needed support system.

The Continuous Improvement Goals : (Kaizen at ETEC:)

- Our trainers develop and deliver effective, strategic instructions using the latest pedagogy
- The training center offers an engaging student centered learning environment/ecosystem
- We assist and coach the students in identification and execution of their professional project

Enrollment :

Students enrolling for ETEC programs are required to sign the following documents after accepting the terms and conditions mentioned therein :

- The application form, understanding the rules and regulations mentioned therein
- The policy statement
- Admission-offer letters

The students are advised to practise punctuality, adhere to program schedule to get the best of their respective programs. For the same they need to be self-disciplined and responsible. Their diligence reflects in their grades, academic -performance and ultimately how their career shapes up.

Enrollment Documentation :

All students enrolled at ETEC Institute System must live with a legal custodial parent/guardian of the student. Extenuating circumstances must be approved by the superintendent. All students enrolling shall provide the following information :

- Attested Birth Certificate
- Notarized photocopies of all academic certificates with marksheets.

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- Photocopy of sponsor/guarantor Identity Card
- Notarized undertaking from sponsor/guarantor towards Financial and Moral responsibility during the applicant's duration of stay in France.
- Two Proofs of residence in your home country : (These may include but are not limited to -
 - Copy of lease or mortgage agreement
 - Copy of current utility bills in parents name (power, gas, water, telephone, etc.) o Property Tax Notice, Voter Registration Card

Accommodation Policy

- The Institute shall offer assistance but not is under no obligation to find student accommodation before the visa application. The amount towards rent vari from period to period and the location in the city.
- Students should have rent agreement as confirm proof of accommodation before their visa application, this proof shall be a direct agreement between student and the property owner.
- The Institute shall in no case stay financial guarantee towards the property owner for the rent agreement.
- As student non-resident of France / EU, the property owner generally as one up to two months rent as security deposit and up to six months rent in advance.
- In case the accommodation needs to source through a Real Estate agency, the charges of the agency shall be paid by the student.
- The Institute shall not interfere in any kind of disputes and in such a case the student and his sponsor or guarantor shall be responsible to settle the same.

Student Private Life

- The Institute shall be by no means responsible for the students' private life and the problems or disputes which may arise outside its premises
- Students pledging arrangement of sufficient funds at the time of visa application anticipating local jobs for survival and then failing to procure these, leading to insufficient funds, are by no means the Institute's responsibility. Such case /s shall be subjected to legal action against the student/s by the authorities concerned.

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Program Policy :

- The program course structure, modules, timings and the mechanism may subject to change taking into consideration of the country's political situation, natural calamities or due to any other causes which may occur towards the betterment of the program and students. It is understood that the Institute shall take in to consideration the program objectives, outcomes and goals.
- The Institute and its programs' ultimate objective to provide the students with maximum exposure, guidance and support for their projects, however the Institute is no way responsible for the students' future immigration objectives, its costs and shall not deal with any of the authorities concerned.

Transfer Students (For Joint And Pathway Programs):

Transfer students shall be admitted upon presentation of the most recent report card or a release form from our partner / last school attended. The principal or principal designee is responsible for contacting the last school the transferring student attended to secure a transcript and other applicable records. The parent of any student eligible for special education services should inform Institute officials or designee. Consent for special education services must be signed by parent. Special education services will commence in accordance with regulations of IDEA.

Tuition Fee Refund Policy, Non Refund Policy, Rustication, Penalty and Continuity of Program Policy:

Clause 1:

Cancellation of admission done within one month by the applicant / student / Partner Institute, a deduction of 20% of the tuition fee of the program applies, understanding that there are no administrative formalities done towards visa procedure, hence no on-line registration or formalities has been done as a part of visa procedures and part program was decided or delivered in the applicant's home country.

Clause 2:

Cancellation of admission by the applicant / students / Partner Institute after proceeding for visa formalities, hence on-line registration related, applied or as a part of visa procedures , a deduction of 50% of the tuition fee of the program applies, understanding that no interview date has proposed related to the formality of visa and no interview towards visa formality has been conducted.

Clause 3:

Cancellation of admission by the applicant / students / Partner Institute after availing / pursuing a part program in his home country and have not proceeded for any formalities towards visa. A deduction of 40% of the tuition fee applies.

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Clause 4:

Applied to Global Force Major situation such as COVID 19 or any other may arrive in future, such situation applies equal losses to both parties, hence the applicant and the Institute. In case of cancellation of admission a deduction of 50% shall be charged and in case the applicant or student maintains his admission he shall be availed 25% discount of the tuition fee.

Clause 5:

Non Refund policy applies in case of False information / Fake Documentation provided or found after the admission / enrollment at ETEC and / or at the time of visa application or during an official interview by the concerned authorities related to visa. In such a case ETEC has rights to file an action against the applicant in addition to non refund of tuition and application fee and equally the authorities of the concerned countries may take a legal action directly against the applicant.

Clause 6:

Non Refund policy applies in case of visa issued.

Clause 7:

Non Refund policy applies in case of non submission of documents required by the concerned Embassy or their related authorities for visa or any administrative purposes.

Clause 8:

Non Refund policy applies in case if the applicant found directly or indirectly involved in civil or criminal offenses, filing invalid complaints or allegations which may affect directly or indirectly on the image and functioning of ETEC, his / her application shall be canceled / rusticated. In such a case the damages shall be borne by the concerned applicant and the persons involved with the applicant may be liable to pay the value of damage in terms Financial, Image and goodwill loss occurred to ETEC.

Clause 9:

The applicant is obliged to send / submit, to ETEC, the entire documents supposed to be submitted of visa or for relevant procedures of visa. Avoiding or negligence of this clause by the applicant the non refund policy applies under this clause.

Clause 10:

Refund policy applies in case the applicant has satisfied all the admission conditions, and only if visa, 10% of the tuition fee shall be retained and the balance amount shall be refunded. A separate settlement agreement shall be signed with the time lines of refund. The applicant can contest the decision as mentioned in his refusal letter provided by the concerned Embassy / Consulate. The application of refund should be done within one month of the refusal of visa and the concerned file, hence entire set of visa application file should be sent to ETEC.

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Clause 11:

ETEC is not responsible on the outcome in case of lack of funds on the part of the applicant on his arrival or during the period of admission. ETEC is no where concerned or shall get involved In case if student / applicant found involved and penalized for the abusement or breaking of laws such as working or crossing the time limits of number of hours granted by the authorities for student status (The concerned authorities of the country granting the student visa).

Clause 12:

Non Submission of assignments, project work and lack of attendance shall case to rustication of admission and non refund policy applies.

Clause 13:

In case of accommodation, the refunds are to be settled directly with the service provider and cancellation policy and amount shall be dealt directly with the service provider. ETEC shall be no where concerned and involved in this matter.

Clause 14:

ETEC holds all rights to amend its policies.

Attendance

Institute Attendance and Proper Behavior. . . It's the Law

As per the internal policy of the Institute the students must have total attendance during the modules / class teaching, assignments, project work and any other visits organized by the Institute.

Excused Absences

A written excuse will be required of all students after an absence and is to be presented on the day of return to school. The Head of Administration will determine the final status of an absence depending on the merit of the case. In absence of reasonable grounds justifying the absence are not given within three (3) days of the return of the student to Institute, the absence will be coded as unexcused as per the Institute's regulations.

Basis for Granting Excused Absence Status

1. Personal illness of the student
2. Student sent home by the Institute's Instructor due to sudden illness
3. Inclement weather, which may endanger the life or health of the student as determined by the principal
4. Legal quarantaine
5. Bereavement in immédiate family
6. Emergency conditions as determined by the principal
7. Prior permission of principal upon request of the parent or legal guardian

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Provisions For Make-up Work

It is the responsibility of the student to make arrangements for all make-up work. All teachers are required to permit make up

work missed because of excused absence in accordance with the board policy. The Board of Education recognizes that students should be provided a time to make up work, especially tests missed, due to an excused absence. All make up work shall be

completed within two (2) days after the absence. The principal in the case of a prolonged illness may allow up to a two (2)

week make up period. Students will be given make-up work upon returning to the Institute, however, to be counted as a ev,

students must turn in an excuse within three days of their return to school. No make-up work will be given after the 10th

absence without a doctor's prescription ; however, the building administrator may approve giving make-up work to students

under special circumstances out of their control. Students will be awarded zero for any graded work missed after the 10th

absence unless supported with a valid document from the doctor.

It is strongly recommended to pass, the academic grades must be sufficient enough to make up for any loss of marks/ zeros

received on account of failure to procure the required supporting documents from a physician to justify one's absence from the classes.

Disciplinary Action

The Institute officials shall maintain a record of all the instances of tardiness and other similar lapses by the students. Accumulation of more than four (4) incidents of tardiness in a semester will incur disciplinary action against the student/s.

Note: Rules, Policy & Regulations are applied to past, present and future students.

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