



European Transcontinental Establishment
For Commercial And Scientific Studies

An ISO 9001: 2015 & ISO 21001: 2018 Certified Institute | Certificate No.: 2894/FRN-UK-Q/040121
Establishment Approved by Federation for Education in Europe | FEDE MEMBER-N° 1394

 **Registered Address & Head Office:**
12A, 8 rue du Général Barbot - 62000 Arras - France.

Centers: Arras - Lille - Paris - Lyon - Bordeaux - Nantes - Marseille

The Unique Institute Promoting Bilateral Economic Growth Through Its Programs

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.

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.



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- 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:

Applied to Global Force Majeure situations such as COVID 19 or any other may arrive in future, such a situation applies equal losses to both parties, hence the applicant and the Institute. In such a case the postponement of a program in France shall be done in accordance with the French authorities and students shall receive on-line classes on the enrolled program.

Clause 2:

Non refund of the tuition fee policy applies in case of visa refusal is based improper financial filing towards living expenses, hence 1000 upto 1200 euros per month for studying at ETEC centers Paris, Lille, Lyon, Bordeaux, Marseille, Nantes and 1000 euros per month at Arras center upto the first / entire academic year.

Clause 3:

Non refund of the tuition fee policy applies in case of visa refusal is based on accommodation advance payments issues occurred through students (6 months of booking and accommodation rent should be paid in case of Post Graduate / Masters / MBA / Research or PHD programs and 9 months accommodation and booking in case of Under Graduate or Bachelor programs.

Clause 4:

ETEC do not take any responsibility of reservation of accommodation is not an obligation as mentioned in Accommodation Policy Students seeking for assistance for accommodation from ETEC and pay the security deposits and rent only after the visa, in such a case non refund of the tuition fee policy applies in case of the visa refusal.

Clause 5:

Non refund of the tuition fee policy applies in case of non application of visa after receiving the confirmed admission letter.

Clause 6:

Non refund of the tuition policy applies in case the student deliberate attempt and gets his visa refusal.

Clause 7:

In case the student goes through an interview related to visa or visa application bypassing and not informing ETEC authorities non refund of the tuition policy applies.

Clause 8:
 Poor performance caused due to nervousness at time of visa related interviews, the student is the only person responsible for the outcome. In such a case if visa is refused student shall take responsibility to reapply for the interview and visa application.

Clause 9:
 Prior visa approvals, refusals or unjustified stays abroad can impact the refusal of a visa to study at ETEC - France. The students who falls under such cases are supposed to be transparent to the Management of ETEC and students are obliged to give a proper justification to the concerned Visa Officer of the French Embassy / Consulate of their case while the visa application to study at ETEC - France If the procedures are not followed non refund policy of the tuition fee applies

Clause 10:
 Students processing their visa application with part tuition fee payment and getting a visa refusal, in such a case student is responsible for such situations and student is supposed to reapply with full payment fee proof, if not done non refund of the paid tuition fee policy applies.

Clause 11:
 Forgery of any ETEC documents / letter heads / signatures is a crime and the concerned person / student shall be fined as per the laws of France or laws of his home country as applicable.

Clause 12:
 Absence of communication after receiving the confirmed offer of admission and further having a visa refusal for studying at ETEC - France, in such a case non refund of the tuition fee policy applies.

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

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.

Jurisdiction:

The Court of Arras - 62000, France shall alone have absolute jurisdiction to the exclusive jurisdiction of any other Court to undertake disputes or claims under this policy, rules and regulations.