



Since 2002



SANJARY EDUCATIONAL ACADEMY

Society Registered, No. 347/08, Government of Telangana, India.

ISO 9001: 2015 Certified

ADMISSION PROCEDURE

Student / Engineer / Trainee / Participant shall submit completed Registration Form (Form No. SEA / HYD-01 / 1), qualification documents , 5 photographs along with full course fees in advanced.

ADMISSION TERMS & CONDITIONS :

1. All Certification Courses , Conferences , Seminars as per Sanjary Educational Academy requirements , Industrial Job requirements including International Codes & Standards.
2. Admission is given only on submission of completed Admission Form , Qualification documents , five (5) passport size photograph along with the Cheque / Demand Draft or Cash of requisite amount drawn in favour of 'Sanjary Educational Academy', payable at Hyderabad OR in favour of our associate as applicable
3. Admissions are strictly non-transferable on any other name and any other course.
4. Course Fee will not refundable at any circumstances
5. Admissions shall be treated, as cancelled where students fail to attend first two lectures or fail to inform for absenteeism. In such cases, refer clause 4.
6. Course Fees include Course Material / Event Material , standard forms / templates , (Hard Copy only) , Training, Examination & Certification.
7. Registration number of Student / Engineer / Trainee / Participant will be assigned after completion of clause 2.
8. Sanjary Educational Academy is not responsible for the completion of course for irregular students.
9. Student / Engineer / Trainee only with 75% of attendance will be allowed to appear for the final examination
10. Change in lecture dates and timings will be informed only vide SMS or Telephonic Conversation or Email.
11. Student / Engineer / Trainee / Participant shall collect certificates within two weeks from Sanjary Office , Abids, Hyderabad , India or our Associate office
12. Student / Engineer / Trainee shall be allowed to appear for the final exam only for 3 attempts. Student / Engineer / Trainee failing in the 3rd attempt shall apply for readmission.
13. Repeaters will be allowed to appear for examination with next batch, no separate exams will be held.
14. Sanjary Educational Academy reserves right to change the Time Table, Course Content, without giving any prior notification.
15. Daily Classes for all Courses : 2 Hrs / Day-India
Daily Classes for all Courses : 3 Hrs / Day USA, UAE, Saudi Arabia, Qatar & Other Countries
-Certificate , Mark Sheet & Qualification Card will be awarded to the candidate after successful completion of Course , Examination and submission of Project Report as applicable
16. Sanjary Educational Academy reserves right to deny admission to any student / Engineer / Trainee or to expel any student / Engineer / Trainee at any time during the course, who fail to follow above rules and regulations, without giving any reason and returning fees.
17. You can put your feedback/ suggestion/ complaints in Suggestion Box.
I agree above terms & conditions of M/s. Sanjary Educational Academy (Society)

Name of Engineer / Student : _____ Signature _____ Date : _____