INSTRUCTIONS FOR THE STUDENTS

NOTE : Fee is charged during admission in order to avoid inconvenience to the students and to facilitate the consolidation of accounts in the institute. Parents/Students in their own interest are advised to ensure that

1. Read Carefully and thoroughly the application form before filling in.
2. Check your eligibility i.e. minimum required educational qualification for the programme you are applying for.
3. Selected candidates will be required to commence their registration process by submitting Admission Processing Charges or Tuition fee in favor of "NDIEM EDU LLP" by cheque/DD/Cash or any mode of payment.
4. Candidate should carefully fill in the Application Forms in their own hand writing, Enter clearly and correctly details in application form otherwise applications are liable to be cancelled.
5. Candidates appearing for the courses for the first time shall pay the whole fees before appearing the examination.
6. The fees once paid will not be refunded at any circumstances or held over for the subsequent Courses.
7. The validity of receipt is subject to realization of cheque/Demand Draft
8. 80% attendance would be requiring for obtaining their Hall-Tickets from the Chief Superintendent of the college within three working days before the commencement of Examinations by producing a certificate of identity.
9. All disputes regarding this be within the Jurisdiction of Delhi high court
10. The student/parent/guardian authorizes NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) to deposit cheques on due dates without recourse to them. Hence, no activity such as bank account closure & or stop payment of the cheque should be undertaken by the student or related point of contacts. If the issuing bank for any reason does not honor the cheque, NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) shall initiate such steps including legal action to recover the same.
11. NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) is affiliated with Sunrise University covering courses such as Event Management, MBA, BBA, PGDEM, DEM & WP etc. Sunrise University is UGC / IAO / ISO certified university.
12. Late Payment Fee of INR 250/- shall be levied on a per day basis up to 10 days from the fee submission deadline.
13. Any Payment defaults after ten days of the defined fee submission deadline shall result in the termination from the program.
14. The course fee & payment Schedule shall be applicable as communicated to the student in the offer & admission letter from NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) and management reserves the right totake the fees according to the admission eligibility criteria or at its sole discretion. The student/parent/guardian waive their right to initiate any steps against NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) arising out of steps initiated for the same.
15. For readmission to the Program (at the discretion of the Management) a readmission fee of INR 25,000 must be deposited by the student to initiate the re-admission procedure.
16. All fees including admission-processing charges once paid will not be refundable for any reason whatsoever.
17. Willful withdrawal of enrolment by a student admitted in any program at NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) or a student terminated from the institute owing to any reason whatsoever, shall result in the forfeiture of all fees including Tuition fee & Admission Processing Charges paid by the respective student or his/her representatives.
18. In the event of non-receipt of fees on due date, NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) reserves the right to initiate such steps including refraining the students from attending lectures, participating in events/workshops, appearing for assessments/exams etc. at its sole discretion. The student/parent/ guardian waive their right to initiate any steps against NEW DELHI INSTITUTION OF EVENT MANAGEMENT (NDIEM) arising out of steps initiated for the same.

MODE OF THE PAYMENTS

You can pay your registration fee or course fee for any event management courses by using following mode of payment :

- Cash
- Card
- Cheque
- RTGS/NEFT/Net Banking/UPI
- Credit Card
- Debit Card
- Easy Monthly Installment (EMI) facilities are also available by Credit Card only Installments facility is also available by all authorised Banks like ICICI Bank, HDFC Bank, City Bank SBI bank, HSBC Bank, Canara Bank, Punjab National Bank etc.

RTGS / NEFT / Net Banking Details

A/C No. : 10041517266
A/C Name : NDIEM EDU LLP
Bank Name : IDFC First Bank

TYPE OF ACCOUNT : Current
IFSC CODE : IDFB0020105
BRANCH : NSP, Delhi

OFFICE USE ONLY

Mode of the Payment :	CARD CASH CHEQUE DD BANK TRANSFER
Receipt No. :	
Total Amount :	
Received Amount :	
Balance Amount (if any) :	1.
	2.
	3.
Date of the Admission :	D D M M Y Y Y Y
Appearing for the Examination :	

Signature of Center Head / With seal

Signature of Student/Parents/Guardian

8th floor, HB Twin Tower, Netaji Subhash Place, Above Max hospital, Near Netaji Subhash Place, Metro Station.
New Delhi - 110034
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