



## Enrolment form

(Please fill in CAPITAL letters with a black pen. Tick where relevant. This form consists of 4 pages. Please print all 4 pages and complete all fields. Cross out or write NA if not applicable. Otherwise the form will not be considered valid.)

Please paste latest passport size photo

For Office use only

<b>Registration No.</b>																			
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<b>Course applied for</b>				<b>Batch</b> (Pls ✓)	Regular	Accelerated	Weekend				
<b>Batch location</b>				<b>Batch start date</b>							
<b>Full Name</b>											
<b>Gender</b> (Pls ✓)	Male	Female	<b>Date of Birth</b>	D	D	M	M	Y	Y	Y	Y
<b>Correspondence address</b>											
						<b>Pin</b>					
<b>Contact nos.</b>	(Cel)			(STD Code)		(Res)					
<b>Email</b>											
<b>If Studying, details of Course</b>	College Name & Location										
	Stream & Year										
<b>Academic details</b>											
<b>Examination</b>	<b>Year of passing</b>	<b>School / College</b>			<b>Board / University</b>			<b>Percentage</b>			
SSC / X <sup>th</sup>											
HSC / XII <sup>th</sup>											
Graduation*											
Post graduation*											
* Mention Stream for Graduation / Post graduation eg - B.Com, BA etc.											

### AIIM EduSys Pvt. Ltd.

Unit 62, 1st floor, Kakad Industrial Estate, Off T. H. Kataria Marg, (behind HP petrol pump), Mahim West, Mumbai - 400 016  
Ph. No. : + 91 8082 00 77 00 Email: info@aiim.in Website: www.aiim.in

### Payment Acknowledgement Slip

We acknowledge the receipt of payment as per following details. All payments are subject to realization.

<b>Student Name</b>		<b>Cheque/DD Amount</b>	
<b>Regn. No</b>		<b>Cheque/DD No.</b>	
<b>Sign &amp; Stamp</b>		<b>Date</b>	
		<b>Name of Bank</b>	

**Work experience** (if applicable)

Organization	From - To (mm/yy)	Designation at the time of leaving	Last salary drawn	Job description

**How did you come to know about AIIM EduSys Pvt. Ltd.?**

Ad in newspaper	Ad on Radio	Ad on internet	Book Stores	SMS	Just Dial	Recommended by Ex/current student
Letter / email received from AIIM	Presentation / seminar	Hoardings/ Posters	Representative of AIIM	Call centre	Others (pls specify)	

**Payment details**

(Cheque/DD should be in favour of "AIIM EduSys Pvt. Ltd.")

Cheque/DD Details			
<b>Cheque / DD no.</b>		<b>Date</b>	
<b>Amount Rs.</b>		<b>Bank &amp; Branch</b>	

**DECLARATION :**

I have gone through all the details of Career Programs from AIIM EduSys Pvt. Ltd. I have completely read and clearly understood the attached Career Program Terms & Conditions and also the placement procedure and rules as per Placement Policy of the Company and agree to abide by the same. I declare that all the information given and statements made in this application and also the accompanying attachments and enclosures are true to the best of my knowledge. I agree that if any information is found incorrect, my application and subsequent admission will automatically be cancelled and all the fees paid by me will be forfeited.

**IMPORTANT NOTES:**

- Please submit two passport size photographs with the Enrolment Form, with your name written on the back of the photograph.
- Attach photocopy of Graduation Degree Certificate and Graduation marks sheet or marks sheet of last annual exam.
- Course fee as applicable to be paid only by Cheque / Demand-Draft favouring "AIIM EduSys Pvt. Ltd."
- CASH PAYMENTS AND POST DATED CHEQUES WILL NOT BE ACCEPTED. WE ARE NOT RESPONSIBLE FOR CASH PAYMENTS.
- Ensure that you receive stamped acknowledgement for all payments. Official receipt will be issued on realisation of payment.
- AIIM EduSys Pvt. Ltd. reserves the right of admission.

<b>Place</b>		<b>Signature</b>	
<b>Date</b>			

BA/Franchisee Details	Remarks

**Please note:**

- This is only an acknowledgement for your payment. On realization of payment, you will receive actual receipt.
- **Cash payments and post dated cheques will not be accepted. We are not responsible for cash payments.**
- Please quote your registration no. in all your communication with the company.

In case of any queries, please mail to student@aiim.in quoting your name, registration no. & city. You can also call on +91 22 2421 4055/4066 or follow us on facebook.com/aiimedusys

## CAREER PROGRAM TERMS & CONDITIONS

Every student/person joining the career program courses conducted by AIIM EduSys Pvt. Ltd. (herein referred to as the Company) acknowledges that he/she has gone through the below mentioned terms & conditions and the same are acceptable to him/her and he/she will abide by the same.

**Authenticity of information:** The program content & procedure thereof along with the training costs are fully explained to the student at the time of joining of the course through information brochures and web site of AIIM EduSys Pvt. Ltd. ([www.aiim.in](http://www.aiim.in)). Only the information mentioned in website/brochures is considered authentic. Any student/ person acting on any statement made by any person which is contrary to the printed brochure of the company and its website shall be doing so at his/her own risk and the Company shall not be responsible/ liable for that.

**Enrolment Form:** A student desirous of joining any of our career programs should submit the enrolment form. Enrolment forms can be downloaded from our website – [www.aiim.in](http://www.aiim.in) or can be collected from our office. The completed enrolment form with specified documents and course fees has to be submitted at the company office. Admission to the selected program is confirmed on receipt of completed Enrolment Form and realisation of course fees.

**Fee Payment:** The Company charges fees only for training and there are no charges/fees for placement. All payments towards training fees (including applicable taxes) will have to be made by account payee cheque or Demand Draft only, drawn in favour of 'AIIM EduSys Pvt. Ltd.' and payable at the specified branch locations. Cash payments are not accepted. Any payments made by the students in cash or in any other name other than "AIIM EduSys Pvt. Ltd." shall not be treated as payment made to the company and it would not be considered as fee for the program. All cheque payments are subject to realisation. Fees once paid are not refundable. A student should pay his/her fees on the due dates as per the schedule communicated to him/her. Failure to do so will automatically cancel the admission and the student will not be allowed to continue with the course. However, the Company, at its discretion may allow such students to continue with the course by imposing applicable charges and penalties, but such waiver cannot be construed as a right to continue with the course.

**Official Receipt:** The Company will issue receipts for all the payments received. Only official receipts issued by the company are accepted as valid proof of payment.

**Dishonour of Cheques:** If the cheque is dishonoured for any reason, the student will be intimated of the same and will have to make the payment of course fees by Demand Draft only, with applicable cheque return charges with additional administrative charges imposed by the Company. Failure to do so will automatically cancel the admission and the student will not be allowed to continue with the course.

**No Transfer of Enrollment:** The program enrollment/registration cannot be transferred by the student to any other person and any transfer made if any shall be held invalid.

**Student ID Card:** Every student will be issued a Student ID card specifying the course and batch details. It is mandatory for a student to carry the same for all training sessions and examinations, failing which entry to the classroom will be restricted. Lost ID cards should be reported immediately. Charges will be applicable for issuance of a duplicate ID card.

**Attendance:** The acknowledgment of the lecture attended & taught must be given by signing on the Attendance Sheet provided by the Company during every session. This will be considered as the final attendance record. Signing subsequently/proxy is not allowed.

**Course Material:** The Company will provide each student a set of courseware/study material for the course enrolled. If the same is lost or damaged, additional fees as applicable will be charged for replacement. **The courseware/study material provided by the Company is for the bonafide personal use of the students. It cannot be used for any other purpose including commercial use. Reproduction of the whole or any part of the study material is not allowed.**

**Examination & Certification:** Written examinations are conducted after completion of every course. Only those students who have paid total course fees, have mandated attendance and have successfully completed the assignments and projects will be allowed to appear for the examination. The location, date and time of examination will be intimated in advance by general announcement during the training session. Students can also know the details of the same by calling the Company's office. Individual intimation will not be given. Successful passing in the examination with minimum of 70% marks is compulsory for award of Certificates. A student who has any outstanding payment towards the company or has not successfully completed the course, including passing in the qualifying examination and completion of assignments and projects is not eligible for certification and hence no certificate will be issued to such students.

**Appearing for Examination:** It is recommended that students should appear for the Examination with the assigned batch at the location, date and time of examination specified. If a student is unable to attend the examination for any reason, the same should be informed in writing at least 2 working days in advance, failing which he will be marked 'Absent' for the same. If a student is 'Absent' as mentioned above or fails in the first attempt to pass the exam with minimum specified marks, he/she will get maximum of 2 additional attempts to reappear for examination on payment of prescribed fees. A student desiring to take re-examination will have to give a written application for the same along with prescribed fees. On receipt of the due request, the Company will arrange for the re-examination in a maximum of 15 working days and intimate the student accordingly. The students should appear for the re-examination at the location, date and time of examination as intimated to them. Failure to do so would invalidate the attempt and the Company cannot be held liable for any loss. Unless a written request for re-examination along with fees is received, the Company is not liable to conduct re-examination or intimate the student of any schedule. A student who is unable to clear the examination in 3 attempts will be considered ineligible for certification and will not be issued the course completion certificate. Such students will have to repeat the course by paying full course fees.

**Placements Assistance:** The term Placements/ Placement Assistance does not directly mean or imply an assurance or guarantee for a job in any organization. The placement assistance facility for eligible students includes grooming & personality development sessions, necessary student counseling and interviews with prospective employers. The company will not be responsible/held liable if any student is unable to secure employment. No claim for refund of fees or any other compensation is entertained.

**Eligibility for Placement Assistance:** Following criteria is necessary for being eligible for placement.

- Age should be less than 28 years
- The student should have completed full time (not correspondence) Graduation (B.Com, B.A., B.Sc. etc.) or complete the same within 3 months of course completion from a recognised University/ College with minimum 50% marks.
- The student should have minimum attendance of 90% during the course, attended all periodic tests and evaluations conducted by the Company, completed 100% assignments and project work, and secure a minimum of 70% marks in the qualifying examination conducted by the Company.
- Complete training fees should have been paid and there should be no outstanding payment in any respect.
- Students may inter alia be offered placements in any of the functions like branch banking, back office and operations, customer service – phone banking, branch operations, personal banking, relationship management and information/welcome desk etc.
- Students must appear for all assessment/interviews arranged by AIIM. The first offer received by a candidate will have to be accepted. No further placement assistance will be provided to the selected candidates.

**Rights of the Company:** The Company reserves the following rights.

- Acceptance of enrolment: To accept or reject any enrolment without assigning any reason.
- Change of location and timings: To shift any training session to a different location or timings due to operational reasons.
- Cancel: To cancel any session or batch if required due to operational reasons and reasons beyond the control of company.
- Modify: To modify content or structure of any course with a view to improve the same.
- Increase/decrease of sessions: To increase or decrease the total number of sessions of any course at the discretion of the Company.
- Change/modify any of the Terms & Conditions: The Company reserves the right to change or modify any or all of the Terms & Condition without notice.

**Jurisdiction:** Any dispute arising out of or incidental to this agreement shall be subject to Jurisdiction of courts in Mumbai.

**Discipline:** The students of AIIM EduSys Pvt. Ltd. are expected to maintain a high standard of discipline. Any student found misbehaving in and around the classroom premises or have indulged in any criminal action is liable to be terminated, without any refund of fee. A student found misusing or removing any equipment, book, component, instrument or any other such item which he/she is not supposed to remove from classrooms/premises will be liable to be terminated, without any notice & refund of fee. The Company reserves the right to demand compensation for any damage caused deliberately or accidentally. The Company reserves the right to maintain confidentiality of its internal procedures, and is not bound to disclose the same, even on demand by any person/authority. Notwithstanding anything contained herein, the company reserves the right to reject the application of any student or terminate their admission without assigning any reason and without any refund of fees.

Signature

## Placement Policy

We welcome you to the AIIM family and look forward to making your journey with us exciting and beneficial for you. Our objective is to enhance, through our career programs, the knowledge, skills and competence of our students and prepare them for the numerous career opportunities in the high potential, high growth financial services industry.

The following are **important** pre-requisites for being eligible for placement assistance:

- Minimum attendance for the course should be 90%.
- Minimum marks in the qualifying exam held after the course should be 70%.
- Completing all assignments & projects and attending all tests is compulsory.
- Students must appear for all preparatory sessions, assessment/interviews arranged by AIIM.
- Students may inter alia, be offered placements in any of the functions like branch banking, back office and operations, customer service – phone banking, branch operations, personal banking, relationship management and information/welcome desk etc.
- Complete training fees should have been paid and there should be no outstanding payment in any respect.

### PLACEMENT PROCEDURE:

- A dossier, containing the relevant information about the students, their profile, background, eligibility etc. is sent to the banks/organizations by AIIM through email/post/personal meeting.
- Banks/organizations go through the above mentioned dossier, shortlist the students based on their requirement and recruitment criteria and intimate AIIM.
- Shortlisted students are informed about the same. They will be intimated about the date/s for pre-placement exams, meeting and assessment as arranged by the bank/organization. Please note that attendance for the same is compulsory. Further placement assistance will not be offered to students who fail to attend.
- Shortlisted students are expected to attend the placement assistance program conducted by AIIM, which will help them prepare for the placement exams / interviews. Please note that attendance for the same is compulsory, else AIIM reserves the right to cancel the exam / interview of the shortlisted student(s).

### PLACEMENT RULES:

- AIIM will endeavour to provide placement opportunity to all its registered students.
- Students will be intimated about assessments and interviews by email or by message to mobile phone provided in the enrolment form. If a student misses out on an opportunity due to the fact that he/she is not reachable on mobile or email or does not respond to the messages sent to him/her, AIIM will not be responsible for the same.
- If a student after committing to attend an assessment/interview does not attend the same for any reason, AIIM will not provide any further placement assistance to such a student.
- If it comes to the notice of AIIM that a student has intentionally not performed well in an interview, serious view of the same will be taken and AIIM will not provide any further placement assistance to such a student.
- All job offers are subject to the terms & conditions of the concerned bank/organizations including satisfactory credit history as per credit bureaus like CIBIL. If any candidate loses out on an offer due to his/her adverse credit rating in CIBIL, AIIM will not be responsible for the same and will not be liable for any further placement assistance to such students.
- AIIM strictly adheres to one job per student policy. The first offer received by a candidate will have to be accepted. No further placement assistance will be provided to the selected candidates.
- After accepting a job offer, if any student decides to withdraw his/her acceptance at any given point in time, he/she must first inform AIIM and immediately thereafter communicate it to the bank/organization concerned directly. In all such cases, AIIM will not provide any further placement assistance to such a student.
- AIIM will endeavour to provide students placement in their preferred city. However, this is subject to availability of suitable vacancies. In the absence of required/suitable openings/vacancies, the student will have to accept placement in any other location or city.

### Every student is expected to observe the following points for successful placements.

- Strictly follow the placement procedure and rules.
- Attend all sessions and prepare for all internal as well as external tests, assignments and projects, pre-placement talks, mock interviews & preparatory sessions conducted by AIIM.
- Keep yourself abreast with the 'current events' by reading newspapers.
- Communicate in English language as much, so as to improve your fluency, clarity and vocabulary.
- Be punctual for all sessions, tests, assessments and interviews. Reach 15 mins in advance for all sessions – classes / mock interviews / tests and final interviews.
- Dress formally for all placement tests and interviews.
- Do not react to rumours and base your placement decisions on the same. In case of any query or doubts please approach the AIIM office for any clarification and avoid discussing it internally. Do not reject any placement opportunity without gathering complete and relevant information from the AIIM office.
- Keep AIIM informed of any change in your contact details like mobile no or email ID.

I have gone through the Placement Policy of AIIM EduSys Pvt. Ltd. I have clearly understood all the terms & conditions and agree to abide by the norms of AIIM EduSys Pvt Ltd. for the same.

Signature