

INSTRUCTIONS TO THE CANDIDATES PRIOR AND DURING THE COURSE

(Please go through it thoroughly)

- i. For confirm booking of a course, a candidate should follow the booking procedure for the course concerned mentioned in our website www.imare.in and follow the steps, such as filling the Application Forms, Forwarding the documents and paying the course Fee after confirming the availability of a seat.
- ii. Telephone numbers are given on the website where candidates can contact for various queries. They can send the emails to the training@imare.in too.
- iii. Once the candidate completes all the three steps your booking will be confirmed.
- iv. In case you want to cancel/postpone a course in that case cancellation charges /postponement charges will be applicable

Cancellation:

- a. Canceling (informing) one week prior the commencement day of the course; 10% of the course fee will be deducted
- b. Canceling (informing) 2 days prior : 50% of the course fee will be deducted
- c. Canceling (informing) one day prior or on the commencement day of the course or after : No refund

Postponement:

- a. Postponing (informing) one week prior the commencement day of the course: No deduction on course fee. Seat will be adjusted in any future available batch.
- b. Postponing (informing) 2 days prior the commencement day of the course: 10% deduction on course fee. Seat will be adjusted in any future available batches.
- c. Postponing twice/thrice : 10% of the course fee will be deducted

Refund of Fees:

Refund of Fees will take a minimum of 15 working days after receiving the refund request.

v. Attendance :

- a. Minimum 90% attendance is required for the satisfactory completion of the Competency courses
- b. 100% attendance is required for the satisfactory completion of any modular course (RUT & ERS Courses)

vi. Admission Procedure:

Admission is on a first cum first serve basis. Admission is open to all candidates irrespective of their religion/ caste and belief. However the Institute reserves the right to deny admission to a candidate, in case, it is felt that such admission would not be in the interest of the Institute. The decision in such cases shall rest with the Training Department Head.