

## 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](http://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](mailto: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. Cancelling (informing) one week prior the commencement day of the course; 10% of the course fee will be deducted
- b. Cancelling (informing) 2 days prior : 50% of the course fee will be deducted
- c. Cancelling (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.