



SmartBrains Institute of Engineering Design & Research  
Admission Form

Form No.:

Date of Admission:

Student's Details (to be filled by applicant)

Course Applied For: .....

Name of Applicant : [Grid]

Father's Name : [Grid]

Date of Birth : [Grid] Day [Grid] Month [Grid] Year

Sex : Male  Female  (Check appropriate box)

Email ID: .....

Local Address:		Permanent Address:	
Tel :		Tel:	

Affix Your Recent  
Passport Size  
Photograph here.

College/ Professional Education Details:

Course/Class	Year of Passing	Board/University	% Marks	Stream
10 <sup>th</sup>				
12 <sup>th</sup>				
Diploma (if any)				
Degree (if any)				

Details of Employment (In Case Employed)

Company/Industry	Designation	Salary	From	To	Job details

Total Experience as on Date: ..... Years

Specific details of computer exposure or any other training, short courses attended. Pl, specify Training, languages, software known, actual work experience etc.

- .....
- .....

Terms & Conditions

1. **Admissions** given strictly only on submission of Admission Form duly filled, signed and submitted along with the Course Fees in Cash/Cheque/ Demand Draft/ Pay Order of requisite amount drawn in favor of **“SmartBrains Engineers & Technologist Pvt. Ltd.”** payable at **Ghaziabad**.
2. **Course Fees** include Registration fees, Tuition Fee, Course Material, Case Study Material, Stationery, Site visit charges. Additional Service Tax (w.e.f. 18.04.2006) will have to paid by applicant if applicable..
  - a) Kindly confirm your seat by paying Registration Fees **Rs. 5,000/- (included in course fee)** since seats are getting full well in advance, before the last date of admission.
  - b) In case, the admission formalities are not completed within 7 days of registration, then the seat stands transferred to the next student and Registration Fees is non refundable.
3. **In case of cancellation of admission deduction charges shall be as per the following.**
  - a) Up to the last day of admission: 15% of total fee (Excluding Registration Fees)
  - b) After the last day of admission & one day before starting of the course: 30% of total fee (Excluding Registration Fees)
  - c) On the first day of the course and onwards: Not refundable, at any circumstances
4. Admissions shall be treated, as cancelled, where students fail to attend first two lectures or fail to inform for absenteeism. In such cases, clause 3 shall be applicable.
5. Name, Course & Registration No. shall be mentioned behind the all the payment Cheques. In case if the Cheque is bounced or returned for any reason, whatsoever, bank charges will be charged to applicant.
6. Certificate shall be released only after submission of assignments, performance in the tests and final examination with average 50% marks and 75% attendance. In case of less than 75 % of attendance, admission stands transferred to next batch, conforming to Point 03.
7. Students shall be allowed to appear for the final exam only for 3 attempts. Students failing in the 3rd attempt shall apply for readmission for successful completion of the course.
8. Fees of Rs.1500/- shall be applicable only in case of re-examination.
9. Course Content and Fees may be changed without prior notice or obligation.
10. High degree of discipline should be maintained during the period of course.
11. Admission seats are strictly non-transferable, on any other name.
12. A fine of Rs. 150 per class will be charged in case of late payments.

Declaration

I do declare that the information given above is true and correct. I also understand that in case any information is found to be incorrect; my enrollment– If confirmed would be terminated with immediate effect. I also agree to the Terms & Conditions above and will abide to them.

Date:

Place:

Name of the applicant

**For Official Use Only**

Batch Details: .....

Special Circumstances: .....

**Fee Details:**

S.No.	Details	Amount	Date of Submission	Next Due Date	Next Due Amount	Total Amt Due	Sign
1							
2							
3							
4							

**Authorized Signatory**

(Name: .....)

Stamp

Signature .....