

TERMS AND CONDITIONS:

I hereby accept and agree to be bound by these terms and conditions and any other terms and conditions as detailed in the prospectus, application form and all other rules and regulations, by either signing the same or on attending class on at least one occasion.

1. **DURATION:** All the terms and conditions shall remain valid and binding upon both the parties till the completion of the tenure of the course(s) opted by the Student at multiple levels and till such time the Student remains enrolled for any of the courses offered by MIFA.

2. ADMISSION:

i) That after successful completion of the selection process, the Student will become entitled to be admitted in the course to be offered by MIFA. However, the Student shall not have any right to claim admission till the time the entire fee is paid by the Student within the stipulated period and the Student submits all documents as per MIFA norms.

ii) The Student hereby specifically acknowledges that he / she has read, understood and accepted the terms and conditions as detailed in the prospectus, application form and all other rules and regulations and agreed to be bound by the said terms along with these terms and conditions by signing the same.

iii) Once the Student is admitted by MIFA based on his / her performance, he / she shall not be entitled to seek /take admission in any other college, university, course etc. and seek refund of the fee from MIFA for the said reason, thereby leaving the seat vacant.

iv) The programs conducted by MIFA shall be conducted either in physical or online (Virtual) mode depending upon the requirement as the case may be and it shall be the discretion of MIFA to decide the mode of classes and the Student shall not be entitled to question the question of MIFA in this regard either during the currency of the course or after completion thereof.

3. **COURSE:** MIFA reserves the right to change, amend, modify, update, add-to, delete there from any topic, portion, content etc. as it may deem fit and the Learner shall not have any right and/or interest to claim any particular course/syllabus.

4. ATTENDANCE AND EXAMINATION:

i) The Student shall have to maintain a attendance of 100% for all subjects in MIFA courses and complete the assignments within stipulated time. If the Student does not fulfill the aforesaid criteria, MIFA shall be entitled to debar the Student from appearing in examinations and complete the course. The Student who thereafter desires to complete the course, subject to approval by MIFA, shall have to attend classes for each subject at an additional charge per subject as may be notified by MIFA from time to time.

ii) MIFA, depending upon the completion of the Student courses and modules, shall be entitled to set out the dates of examinations from time to time and the same shall be binding upon the Learner.

iii) An unsuccessful/disqualified Student (except for disqualification on account of attendance, misconduct etc.) may be permitted to re-appear for the examination(s) subject to the payment of such charges as may be prescribed by MIFA from time to time.

5. CERTIFICATES/RECOGNITION:

i) The certificates/recognition to be conferred upon the Student who qualifies will be conferred and routed/awarded by/through MIFA.

ii) The awarding or withholding of any certificates/recognition by MIFA shall be solely at the discretion of MIFA and the Student shall not have any right upon any certificate/recognition.

iii) The Student leaving MIFA without completing the course and without obtaining qualifying grades shall not be entitled to any certification/recognition.

iv) The Student understands that the courses and the certificates/recognition to be awarded by MIFA are not recognized by AICTE/UGC and/or any other Central/State University, Body, Authority etc. and that at present MIFA is issuing its own industry specific certificates to Student /Trainees at various levels of their.

v) The Student further understands that MIFA is a separate entity having its own privileges and liabilities and is distinct from mifa productions ,Delhi.

vi) That in case of any change in the Government policies, rules, affiliation, regulations, notifications, any loss/damage due to closure or disruption of the activities of MIFA or the conducting of courses by MIFA caused by any industrial action, government action, fire, flood, riot natural calamity, change of law, regulation force-majeure, terrorist activity or for any other reason whatsoever beyond or not in the control of MIFA etc. which disentitle MIFA from offering the said course no amount of fee will be refundable, nor will MIFA or the personnel of MIFA be liable to pay, in any way, any compensation to the Student.

6. TRAINEESHIP AND PLACEMENT:

i) The Student opting for traineeship shall agree to follow the traineeship rules laid down by MIFA and also those framed by the Organization where the Student undergoes training. The traineeship of the Student violating the rules shall be liable to be terminated/discontinued, apart there from, an appropriate action may be taken against the Student.

ii) The Student may be eligible for placement only after being 'Certified' by MIFA for the same. The Student, however, shall not have any right to claim placement nor shall MIFA be liable to assure any placement to the Student and the certification shall imply only that the Student may be considered by prospective employer for placement as a Certified Trainee/ Student. However, the placement of the Student shall solely depend upon the Student 's fulfilling the requisite criteria of the prospective employer and MIFA shall not have any say/responsibility for the same.

iii) The Student may be barred from future traineeship / placement after giving reasonable opportunity, if the Student:

a. Does not reach for an interview at all or on time.

b. Fails to join the organization on a particular date.

iv) In case the Student is barred from future traineeships / placements, he/she shall not be eligible for any future traineeship / placement interviews.

v) The Student shall, during his/her traineeship, maintain an ethical and professional behavior towards Employer/co-employee(s) at work. He/she shall obey the order(s), terms and conditions of the organization where he is undergoing training during traineeship.

vi) MIFA shall not be responsible in any way whatsoever for the Student 's performance in any Audition/ interview / job / extracurricular activities etc.

7. CODE OF CONDUCT:

i) The Student shall be responsible for (a) attending classes and maintaining discipline in and around MIFA, (b) being attired in a decent manner, (c) conducting in a proper and respectable manner and (d) not causing any disruption of classe(s) or disturbance to other Students.

ii) The Student shall be responsible for all personal property such as mobiles, laptops or other gadgets/valuable carried by him/her to MIFA. MIFA shall not be liable for any loss or damage caused to any property of the Learner.

iii) Each Student shall conduct herself/himself, both within and outside the campus of MIFA in a manner befitting a Student of a prestigious institute. Each Student shall show due respect and courtesy to the teachers/faculty, administrators, staff of the Institute and visitors and good friendly behavior to fellow Learners.

- iv) The Student shall use Laptops or other gadgets in MIFA premises only for academic use and with the permission of faculty in the class room.
- v) Students are advised to buy a laptop/computer and subscribe to at least one or two newspapers/journals as guided by the respective faculty.
- vi) The Student will be subject to the assessment carried out by MIFA periodically. Failure on the Student 's part will require him/her to undergo the reassessment procedure of the college.
- vii) Failure to attend classes, not following the dress code, cheating, using abusive language or behavior, threats, assaults, harassments, theft, use of drugs/alcohol or being involved in any other criminal activity by the Learner, or supporting/ instigating any of the above inside or outside MIFA premises, would constitute a breach on the part of the Learner.
- viii) In case, the Student causes any breach of these terms and conditions and/or other the terms and conditions applicable to him/her, he/she would be deemed to have voluntarily withdrawn from MIFA and he/she would not be entitled to any refund of fee /compensation from the College whatsoever.
- ix) Use of mobile phones are 'STRICTLY NOT ALLOWED' for MIFA students within the premises of MIFA
- x) PUNCTUALITY - Every student must reach on time. Acting training requires immense concentration and focus. And every teacher creates that atmosphere, which is a group effort, before starting a session. If a student comes late, and enters a class in between a session, he/she breaks that flow and the entire process needs to be started all over again.

8. FEE PAYMENT:

- i) The Student shall make the fee payment through Crossed Cheque or Demand Draft drawn in favour of "Moving Images Film Academy " . if in case Student wishes to pay fee in cash than Please collect the Cash receipt and also acknowledge .But MIFA shall not be responsible for any cash paid to any employee or associate of MIFA.
- ii) That MIFA upon the Student being duly registered with it at the time of signing of these terms and conditions , has reserved a seat for the Student and will not allocate the said seat to any other Student and will have to incur the fixed costs including the fixed costs like lease rental, faculty and administrative salaries and other fixed expenses which it will not be able to recover in case the Student after registration desires to withdraw/discontinue from the course for any reason whatsoever and as such MIFA will suffer a loss in that regard and therefore the Student will not be refunded any fee including registration and tuition fee for any reason whatsoever. All fees are subject to change without notice at the discretion of the management of MIFA, without assigning any reason whatsoever.
- iii) The Student shall pay the fee as per the fee structure and agreed by the Student putting signature on the same. Further, the registration of the Student will be deemed to be complete only after receiving the signed annexure of fee schedule along with this registration form.
- iv) If the Student does not pay the fee within 3 days of its becoming due, he/she is liable to pay Rs. 250/- per day as a fine and if the default continues for 15 days, non-payment of fee shall lead to striking off the name of the Student from the rolls of MIFA, beside the Student being debarred from attending classes.
- iv) In case the Student does not pay the fee as per the fee schedule designed by MIFA within 15 days, the Student shall be liable to be de-registered and his/her studies may be discontinued. The Student agrees to pay a re-registration fee, as per MIFA fee structure, to continue studies at MIFA.
- v) In case any cheque is dishonored, the Learner will be liable to pay Rs.2000/- as processing charges and will then pay the course fee only in the form of a Demand Draft along with a late fee fine of Rs.100/- per day with effect from the date the fee was due.
- vi) The Student shall, in addition to the fee, pay present and future levies, penalties, taxes including Service tax at the applicable rate (currently @14.00%) or such other charges as may be applicable from time to time.

9. NON-REFUND OF FEES: All fees once paid are not refundable for any reason whatsoever. Only Security Deposit will be refunded after making necessary adjustments as required, on successful completion of the course.

10. RIGHT OF ALTERATION / MODIFICATION:

- i) MIFA reserves its right to alter or modify the structure of any of the programs to attain the objective of excellence.
- ii) MIFA reserves its right to change the provided Fee Structure.
- iii) MIFA reserves its right to modify, alter and / or include any other Terms and Conditions that may be deemed fit in the interest of the Institution.

11. SUGGESTIONS & COMPLAINTS - If you have a suggestion or complaint, you can mail it to query.mifa@gmail.com. MIFA takes these very seriously.

12) PLACEMENT/CASTING* - MIFA will help it's students find the right opportunities in the industry but DOES NOT GUARANTEE placement.

13) DISPUTES - All disputes are subject matter of Delhi Jurisdiction.

I _____ agree all the above mentioned rules. If I break any of these rules, management can take action they deem suitable against me.

Student Signature _____ Date _____ Place _____

Student Name _____

MIFA Signature _____ Date _____ Place _____

MIFA Name _____