



Paste self attested colour photograph here. Don't staple or pin.

Year 20\_\_\_\_\_ Batch\_\_\_\_\_

Student ID \_\_\_\_\_

**ENROLLMENT FORM**

(To be submitted/mailed to International College of Fashion™)

1. Name: \_\_\_\_\_ 2. Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_
3. Marital Status: Single Married 4. Nationality: \_\_\_\_\_
5. Correspondence address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_  
 Email address: \_\_\_\_\_ Phone No. (R) \_\_\_\_\_ (M) \_\_\_\_\_
6. Permanent address: \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_  
 Email address: \_\_\_\_\_ Phone No. (R) \_\_\_\_\_ (M) \_\_\_\_\_
7. Parents Detail: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ (M) \_\_\_\_\_  
 Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ (M) \_\_\_\_\_
8. Siblings: \_\_\_\_\_ Brothers \_\_\_\_\_ Sisters \_\_\_\_\_ 9. Annual family income \_\_\_\_\_
10. Educational Qualification:

Exam/Degree	Name of degree/diploma	Percentage(%)	College/Institute	Board/University	Yr. Of Passing
Secondary					
Sr. Secondary					
Bachelors					
Masters					
Professional					

11. Where did you first hear about ICF?  
Friends \_\_\_\_\_ Consultant \_\_\_\_\_ Seminar \_\_\_\_\_ Newspaper \_\_\_\_\_ Website \_\_\_\_\_  
Magazine \_\_\_\_\_ Call/SMS \_\_\_\_\_ Mailer \_\_\_\_\_ Emailer \_\_\_\_\_ Others \_\_\_\_\_
- 11.1 Are you referred by Student \_\_\_\_\_ Consultant \_\_\_\_\_ Alumni \_\_\_\_\_ Faculty \_\_\_\_\_  
ICoFP Employee \_\_\_\_\_ Not Applicable (If yes, then please fill the referral form.)
12. Current Employment Details:  
Service Self-Employed Not Working  
 Company Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Industry: Fashion Non-Fashion Employment Since: \_\_\_\_\_ Last Package Drawn:(Rs.) \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_  
 Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_
13. Past Experience: (Please attach separate sheet if required)

S.No.	From	To	Name of Employer	Department	Designation	Package Drawn

Total years of experience \_\_\_\_\_ In fashion industry \_\_\_\_\_ In non-fashion industry \_\_\_\_\_

14. Payment Options\*:

Course	Duration	Fee Lump Sum	Installment Option	Lumpsum (Distance Learning)	Lumpsum (Distance Learning)
Diploma in Fashion Entrepreneurship (Full Time)	10+2 (months)	Rs. 50,000/- (At the time of Enrollment) + Rs. 2,00,000/- (To be paid within 45 days from enrollment date or before commencement of classes, whichever is earlier)	Rs. 50,000/- (At the time of Enrollment) + Rs. 1,30,000/- (To be paid within 45 days from enrollment date or before commencement of classes, whichever is earlier) + Rs. 95,000/- (A PDC dated Dec'11 need to be submitted within 45 days from enrollment date or before commencement of classes, whichever is earlier)	Rs. 50,000/- (At the time of Enrollment) + Rs. 65,000/- (To be paid within 45 days from enrollment date or before commencement of classes, whichever is earlier)	Rs. 50,000/- (At the time of Enrollment) + Rs. 50,000/- (To be paid within 45 days from enrollment date or before commencement of classes, whichever is earlier) + Rs. 40,000/- (To be submitted before commencement of Sem 2 classes)
		<b>Rs. 2,50,000/-</b>	<b>Rs. 2,75,000/-</b>	<b>Rs. 1,15,000/-</b>	<b>Rs. 1,40,000/-</b>
Choose Fee Plan	<input type="checkbox"/> Student Signature	<input type="checkbox"/> Student Signature	<input type="checkbox"/> Student Signature	<input type="checkbox"/> Student Signature	<input type="checkbox"/> Student Signature

\*Post- dated cheques for the installments are required by the college along with the down payment.

\*\*Placement assistance could be provided after an additional fee of 25k .student has to declare at the time of admission only.

15. Payment Details: (Min: Rs. 50,000/-)

Down Payment:

Amount : \_\_\_\_\_

(In Words) Rupees \_\_\_\_\_

DD / Ch. No. \_\_\_\_\_

Dated \_\_\_\_\_

Drawn on: \_\_\_\_\_

ICF Receipt No. \_\_\_\_\_

(Bank/Branch)

**INSTITUTE'S TERMS AND CONDITIONS GOVERNING THE ADMISSION OF A STUDENT TO THE INSTITUTE**

- The Institute reserves the sole and absolute right:
  - To admit or to refuse admission to any student at its sole and absolute discretion; and/ or require a student to leave the course at any stage, if the student does not fulfill any of the requirements as laid down by the Institute from time to time.
  - Self attested photocopy and original mark sheets of 10th, 12th and all the three years' mark sheets of bachelor degree will be required for the university verification purpose which would be returned after verification.
  - In Final year result awaited case, candidates must submit their final mark sheet of Bachelor degree within three days of receipt of the mark sheet .The admission to the program shall remain provisional till the all required documents are submitted.
- ATTENDANCE GUIDELINES**
  - The student agrees to maintain a minimum of 85% attendance during the entire tenure of the course/program per semester, failing which the Institute may at its absolute discretion take such disciplinary action as it may deem fit, including disallowing the student to take up the exams and the campus interview(s).
  - In case of situations beyond the control of the student, a student may take leave with the prior approval of the concerned officer of the institute.
  - In case of leave taken owing to medical grounds, the student agrees to submit the medical certificate from a medical practitioner, within one day of joining back the classes. Medical leaves exceeding two days must be immediately intimated to the Program Coordinator along with a doctor's certificate and address & contact number of stay during the medical leave. In order to create the foundation of good corporate work culture, the Institute has put in place the following guidelines on attendance:-
    - Candidates appearing as regular students for any semester examination are required to attend at least 85% of the lectures delivered in each subject of the course/program of study, although the desired attendance level is 95%.
    - Below 70%: No Placement assistance will be provided. The person will have to go for self placement. (Even with permission and medical)
    - Minimum attendance limit for continuing to next month – 84% (other than with prior approval or verified medical certificate). Permission has to be taken from Academic Head.
    - Low attendance fine. Students with 84% or less attendance will have to pay the following fine to be allowed to appear for the examinations of the said paper. These are applicable even with medical certificates. Following are the grades:
      - 75% - 84% attendance: Rs 1,000 per subject
      - 65% - 74% attendance : Rs 1500 per subject
      - 55% - 64% attendance : Rs 2000 per subject
      - 50% - 54% attendance : Rs 3,000 per subject
      - Below 50%: No examination allowed
    - Students requiring to leave station, for any reason, during the academic session, will have to obtain prior written approval of the concerned officer of the institute.
- IDENTIFICATION CARDS**
  - Upon successful enrollment with the Institute, each student may be issued a student identification card. This card is the absolute property of the Institute, which needs to be returned after the completion of the course/program.
  - Possession, alteration, use or attempted use of an ID card for the purpose of identification or to receive services, by anyone other than the student whose name, ID number and photo appear on the ID card will be considered un-authorized use. The offender will be subject to penalties and confiscation of the ID card by the Institute officials.
  - A student is required to produce his/her ID card upon request by the Institute's official/s.
  - It is the student's responsibility to report a lost or stolen ID card immediately to the Operation's Department. Students are responsible for all financial obligations incurred with this card while it is in their possession. Students will be charged a fee of Rs. 200/- to replace the lost or stolen cards.
- CHANGE OF NAME**
  - The name as submitted at the time of application to the Institute establishes the official record for the student at the Institute. This record is considered an official record for the Institute. Any change of name request must be accompanied by legal federal or state documentation. Birth certificate, passport, court issued name change document, marriage certificate, or common-law certificate is acceptable for effecting a name change in the Institutes records. A social security card or driver's license cannot be used as documentation to request a change of name.
- LIBRARY**
  - Library is open to all bona fide students of the Institute.
  - Online facility of issuing books is available to student through student management system.
  - To avoid penalty, students should get the books renewed regularly depending upon the demand of the particular books. Books not returned on due dates shall attract a penalty of Rs. 10/- per day. A no dues certificate has to be obtained from the concerned official before the commencement of any examination as notified by the Institute.
  - Books borrowed by the students will be checked for missing pages/damages or marking of pens, when the same is returned and a fine may be levied for the loss or damage caused to the book. The fine of 1.5 times the cost of the book will be chargeable to the defaulters.
  - Library resources like reference books, periodicals, bound volumes etc are to be referred within the library premises and not issuable resources.

- 5.6 Default in the above rules will lead to termination of library membership.
- 5.7 Strict silence should be maintained in the Library premises.
- 5.8 Mobile Phones should be switched off in the Library premises.
- 5.9 Library Timings will be communicated at the time of joining.

NOTE: Suggestions for improvement in the library facilities are always welcome. Any suggestion needs to be explained on plain paper with Name, Class and Enrolment Number and should be addressed to the Dean/Academic head for consideration.

#### 6. **ISSUE OF STUDY MATERIAL & HANDOUTS**

- 6.1 Students will be issued the course study material & handouts from time to time by the Institute. Our course material is the exclusively property of the Institute with the Intellectual Property Rights vesting with the Institute (whether IPR is registered or not) and for the use of bona fide students only.
- 6.2 The information contained here in is correct at the time of printing. The Institute reserves the right to modify any of the specified information there in or with regard to the program in general at any time without notice.

#### 7. **CURRENT ADDRESS**

- 7.1 To avoid missing important communications from the Institute, it is the student's responsibility to keep the Institute informed of current local and permanent addresses. Communications mailed to either address as available in the Institute's record will be deemed to be adequate notice.

#### 8. **CLASSROOM BEHAVIOR**

- 8.1 The Institute supports the principle of freedom of expression for both the faculty and the students. The Institute respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede this exercise. Classroom behavior that seriously interferes with either (1) the faculty's ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. A student engaging in disruptive classroom behavior may be subject to disciplinary action.
- 8.2 When a student's behavior in a class is seriously disruptive as to compel immediate action, the faculty has the authority to remove a student from the class on an interim basis, pending an informal hearing on the behavior. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the Dean or the CEO of the Institute within three working days of the removal. The Dean or the CEO may either, approve an agreement of expectations between the student and the faculty and re-instate the student to the class, or extend the removal of the student from the class.
- 8.3 When a student action is not so serious, as to require immediate removal from the class, the faculty responsible for the class or activity where the alleged disruptive behavior occurred will inform the student that his/her behavior has been inappropriate. The faculty will describe to the student specific needed changes in the student's behavior. The student will be provided an opportunity to modify his/her behavior in accordance with the changes identified.
- 8.4 If a student believes the faculty's expectations are unreasonable, he/she may confer with the Dean or the CEO about this matter. The Dean or the CEO may choose to support the guidelines developed by the faculty, or he or she may work with the faculty to develop a modified set of expectations
- 8.5 Should a student's behavior continue to be unacceptable, the faculty will apprise of what has occurred and will share with the Dean or the CEO the summary of the discussion with the student. The Dean or the CEO may wish to initiate additional discussion with the faculty and/or the student.
- 8.6 A student will be expelled, in the event of serious misconduct/ misbehavior and/ or unsatisfactory attendance and/ or unsatisfactory progress.

#### 9. **DRESS CODE**

- 9.1 It is mandatory for the Institute's students to follow the Dress Code as advised, failing to follow suit, the student, may be deprived from entering the Institute's premises or formal lectures.

#### 10. **SILENCE ZONE**

- 10.1 The entire Institute premises is a silence zone as other occupants are functioning from the building and the students are required to behave like corporate executives from the day one, as inappropriate behavior shall be detrimental and considered as an act of indiscipline in the corporate environment.

#### 11. **PHYSICAL ABUSE**

- 11.1 Any attempt to cause injury or inflict pain; or causing injury or inflicting pain and/or also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person (or group) against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse. In the event of any such physical abuse, either during the term of the course/program or thereafter, the Institute reserves the right to take strict action.

#### 12. **HARASSMENT**

- 12.1 Conduct (physical, verbal, graphic, written, or electronic) either during the term of the course/program and/or thereafter, that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to work, study or participate in the activities of the Institute, the Institute may initiate such action as it may deem fit.

#### 13. **BREACHING CAMPUS SAFETY OR SECURITY:**

- 13.1 Includes, unauthorized access to Institute's facilities, intentionally damaging door locks, unauthorized possession of Institute's keys or access cards; duplicating Institute's keys or access cards, tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits.
- 13.2 Weapons and Explosives: Unauthorized use, possession or storage of any weapon, fireworks or explosive on Institute's premises. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, slingshots, martial arts devices, switchblade knives and clubs.
- 13.3 No Smoking Policy: The Institute follows a strict no smoking policy. Any student not adhering to the policy will be levied with a fine of Rs. 1500/-.
- 13.4 Illegal Drugs and Controlled Substances: Manufacturing, possessing, having under control, selling, transmitting, using or being party thereto any dangerous drug, controlled substance or drug paraphernalia on the Institute's premises is banned. Any student not adhering to the policy will be immediately expelled.
- 13.5 Alcohol: Drinking or having in possession any alcoholic beverage in the Institute's premises is banned; Breach of this by any student will attract a minimum fine of Rs. 2000/- and/or expulsion from the program.
- 13.6 Theft: unauthorized removal or stealing of public or private property or unauthorized use or acquisition of services on Institute's premises. This includes knowingly possessing such stolen property will lead strict legal action including expulsion from the Institute.
- 13.7 Destroying, Damaging or Littering of any Property: Behavior that destroys, damages, or litters any property of the Institute, or of another person, in the building, the student will need to compensate for the same.
- 13.8 Disorderly Conduct: Conduct that is disorderly, lewd, indecent or a breach of peace on the Institute's premises or in the building will lead to strict action.
- 13.9 Disruptive Activity: Participation in disruptive activity that interferes with teaching, research, administration, disciplinary proceedings, processes, or functions including public-service functions, or other Institute activities, will lead to strict action.
- 13.10 Misuse of Institute Resources: Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain. Failure to protect your password or use of your account. Breach of computer security, harmful access or invasion of privacy, will lead to pecuniary fine and strict action.
- 13.11 Furnishing False Information and/or Withholding Information: Forgery, unauthorized alteration or misuse of any document, record or instrument of identification. Also includes withholding material information from the Institute, misrepresenting, the submission of false information at the time of admission or re-admission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.
- 13.12 Failure to Comply: Action or conduct that fails to comply with proper and lawful direction of the Institute or the Institute official, will lead to strict disciplinary action

#### 14. **PLACEMENT GUIDELINES**

- 14.1 Subject to the conditions contained in this clause, on the successful completion of the course the Institute shall use its best efforts in providing placement assistance/ facilitation to the students with the support of its placement cell. The Institution shall on a "best effort basis" facilitate a maximum of upto five interviews per student. In the event a student, who has been successful in getting an offer letter from any organization (interview facilitated by the Institution or of his/her own efforts) such student shall not be allowed to take part in the remaining interviews, if any. The institute shall provide placement assistance/ facilitation to all its students, who successfully complete their course including but not limited to having cleared his/her exams, having paid the outstanding dues, if any, to the Institute. Further, in the event during the academic session, a student involves himself/herself in any wrongful acts of omission or commission, such students shall not be allowed to sit for any of the interviews being facilitated by the Institution.
- 14.2 Missing Interview session facilitated by the Institute  
If a student fails to attend/appear for a scheduled interview, then it would be deducted from his entitlement of interview opportunities
- 14.3 If any student retract any job offer he/she shall not be considered fit for further placement/recruitment procedures and the Institute can also take disciplinary action against such students.

- 14.3 No Discrimination  
The Institute does not discriminate against any person on the basis of caste, sex, religion, age, marital status, for the purposes of campus recruitment process.
15. **NO REFUND POLICY**
- 15.1 The fee paid towards seeking admissions to the course/ program shall not be refunded under any circumstances.
16. **GENERAL TERMS:**  
**INSTITUTE RESERVES ITS RIGHT TO:-**
- 16.1 A student against whom disciplinary action has been taken in the past or those with moral turpitude will not be granted admission to any class/course/program conducted by the Institute. Similarly, a student who was expelled from the Institute or any other institute/college/school, will not be granted admission with the Institute. In the event a student has succeeded to seek admission with the Institute on the basis of false/incorrect information, which the Institute finds out at any time, the Institute reserves the right to take necessary action against such student.
- 16.2 Admission to the Institute implies acceptance without any modification by the student and his/her parents/guardian of all provision given herein, the prospectus and the same as and when modified. The clauses and sub-clauses indicated herein are for general information and may be modified/changed, if required by the Institute.
- 16.3 The decision of the management of the Institute shall be final and binding in case of any dispute arising in any matter.
- 16.4 The institute deserves the right to use a student's photograph for marketing / promotional purpose.
- 16.5 Venue & Faculty  
The Institute reserves the right to change the venue & the faculty of the classes at any time. The Institute also reserves the right to change or cancel the course/program due dates due to unforeseen circumstances. The Institute's liability will be limited to a transfer to the next appropriate date.
- 16.6 Power to Modify  
Notwithstanding any of the above, the Institute has the right to modify any of the regulations from time to time wherever considered necessary and appropriate.
- 16.7 The Institute may require a student to leave the course/program at any stage, if a student does not meet his or her financial obligations to the Institute, without prejudice to the rights of recovery of unpaid fees due from such a student
- 16.8 To require a student to leave the course at any stage, if a student's continual presence would, in the opinion of the Institute, be detrimental to the well being of staff, other students and/or the reputation of the Institute generally
- 16.9 To amend/ make guidelines from time to time relating to the structure and content of course/program, fees, the increase of course fee, the cancellation of classes, student policies and procedure. The students would however be kept informed about any changes that may be introduced from time to time by the Institute.
- 16.10 Force Majeure  
Notwithstanding any other provision of this admission form, the Parties shall not be liable for any failure to perform any of its obligations under this agreement if the performance is prevented, hindered or delayed by a Force Majeure event and in such case its obligations shall be suspended for so long as the Force Majeure event continues. Each party shall promptly inform the other of the existence of a Force Majeure event and shall consult together to find a mutually acceptable solution.
- 16.11 All disputes, differences, which may arise between the Institute and the student shall at the first instance be resolved through mutual conciliation. In the event the parties are unable to resolve the said dispute within 45 days from the date of start of the conciliation process, the same shall be referred to Arbitration to be conducted by a sole Arbitrator to be appointed by the CEO of the Institute. The place of Arbitration shall be New Delhi and conducted in English language. Parties submit to the exclusive jurisdiction of Courts at New Delhi.
- 16.12 To use students' photograph(s) for any of the promotional activities of the institute during and/or after his/her course completion, to which the student accords his/her consent.

### Declaration by the Applicant

I hereby declare that I have read and understood the terms and conditions of eligibility for the program Post Graduate Diploma in Fashion Entrepreneurship ("PGDFE"), for which I am seeking admission. I have been clearly communicated that the course I am enrolling for is an autonomous certification course/program and is not approved by AICTE, UGC or any other government institution. After having completely satisfied myself, with the course/program, I of my own accord have consented to take enrollment for the said course/program. I further, agree and understand that the Institution is purely an academic institute imparting the said course/program. The Institution shall on a "best effort basis" facilitating and/or providing assistance in helping me in getting a placement through its placement cell and has not guaranteed any job placement. Further, I agree and understand that the Institution does not have any control over the recruiter/s with regard to the job profile and/or final placement. The job profile and the final placement shall be as per the terms and conditions of the recruiting company/organization, in which the Institution does not have any role to play. I agree and declare that, in the event, I wish to take up a specific job profile, which the Institution may not be in a position to facilitate for, I agree to use my own efforts for the specific job profile and shall not require any assistance from the Institution. I submit that I fulfill the eligibility criteria and I have provided necessary information in this regard. In the event any information is found to be incorrect or misleading, my candidature shall be liable to cancellation by the Institute at any time and I shall not be entitled to any refund of fees paid by me to the Institute. Upon having successfully completed the course/program, I shall not defame the name, goodwill, reputation of the Institution and/or use derogatory remarks for the Institution nor shall I induce any of the students in the future batches to leave the Institution by passing any kind of derogatory remarks for the Institution. Further, I state that I have carefully read & understood the above terms and conditions, rules & regulations in the Application Form of the Institute, the prospectus and the enrollment form and I accept and agree to abide by them and shall not raise any dispute in future over the same.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Applicant Signature

### Enrollment Checklist

Please ensure the following documents are enclosed with the enrollment form.

passport size colour photographs  Self Attested photocopies of the Qualification certificates  Age Proof  Residential proof  Experience Certificate, if any

----- For Office Use Only -----

Student ID No. \_\_\_\_\_ Enrolled By: \_\_\_\_\_

Received down payment of Rs. \_\_\_\_\_ wide cash / cheque / draft no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ and post dated cheques aggregating to Rs. \_\_\_\_\_ on date \_\_\_\_\_ by \_\_\_\_\_.

Date: \_\_\_\_\_

Signature - Operations Department  
(Do not enter on CollegePro without initial fee amount.)