



Terms and conditions for registration in a batch

FinPro Consulting student guidelines

DEFINITION

1. **Course:** A set of scheduled classes which are expected to be complete within specific duration whether face-to-face or online mode for that particular subject.
2. **Fees:** The payment by a student towards applicable course(s) / services / products availed by our customers / students etc. by various modes.
3. **Tests and assignments:** Evaluation process within a course to measure student learning.
4. **Terms and conditions:** Set of procedures, rules, requirements applicable for all courses / services / products mentioned on the website
5. **Registration agreement:** The "Student registration form" is the registration agreement (hereinafter referred to as the agreement) between the applicant and FinPro Consulting. This agreement constitutes and expresses the agreement and understanding between the FinPro Consulting and the student in reference to all matters herein referred to, all previous discussions, promises, representations and understandings relative thereto, if any, had between the parties hereto, being herein merged. All student services are being provide through FinPro Consulting. Before completing the registration process, students are required to go through and understand the contents of the program/course, FinPro Consulting's obligations and the student's obligations as stated in this document and required accept all the terms and condition.

FEE & OTHER DETAILS (FOR ALL COURSES / SERVICES / PRODUCTS)

1. Any candidate who wishes to register for Course(s) of FinPro Consulting must pay the applicable course fee on or before the course start date or at the time of registration for the course / product online.
2. Fees can be paid online through a secured payment gateway via NEFT / net banking / cheque / debit or credit card. Convenience charges / gateway charges may be levied if payment is made through an available payment gateway.
3. Fee once paid is neither adjustable nor refundable under any circumstances. However, the fee may be refunded only if FinPro Consulting fails to commence the program. However, gateway charges levied by the bank or any other third party service provider will not be refunded.
4. FinPro reserves the right to suspend / deactivate online access of videos / study material in case of non-payment of fees on time.
5. Dishonored / Bounced Cheques will attract a penalty of Rs.300/-



METHODOLOGY, SCHEDULES AND ATTENDANCE

1. All courses have different start and end dates, the syllabus is divided into various units such that the course is planned to be completed within a specific time or earlier. Students are required to complete the course within the specified duration. All online access provided to students during the course will automatically get deactivated on completion of the course.
2. Diploma IFRS face-to-face classroom training course is delivered in a blended manner i.e. 75% face to face and 25% virtual lectures [Online mode]. This percentage may undergo change from time to time.
3. Online / virtual lectures will be provided via either USB drive or through cloud storage and can activate the same. To watch video lectures, students are required to arrange laptops with windows OS with specific configuration on their own. FinPro is not responsible for arranging the laptops for the students. Configuration for the Windows laptop will be mentioned and may change on the website from time to time.
4. Videos for online mode subscription is valid for specified time period with specified number of views for each topic from the date of activation of the entire package. Such validity period and number of views will be mentioned on website and may undergo change from time to time.
5. The student is expected to attend all the classes and tests to get the full benefit of the course and sustain his / her eligibility for course benefits. The course structure may be designed as a blend of live lectures and video tutorials.
6. Registration / admission to a course is not transferable to any other individual / entity.
7. FinPro Consulting class delivery and schedule may encounter disruption/ cancellation due to technical, nature or any other reasons beyond control. Classes (regular or revision batches) may undergo change or cancellation due change in the examination schedule by ACCA.
8. Students has no entitlement to provide, sell or loan any material, assets, workbooks, notes etc. provided to him, to a third party. The copyright of study material, mock test and video tutorials remains with FinPro Consulting and may not be quoted or reviewed without explicit permission from FinPro Consulting.
9. Students are advised not to carry any valuables to the location of training and the management is not responsible for any loss or damage of the same.
10. Students are expected to keep utmost level of discipline, while they are in the center premises. A student should not involve him/herself in disruption / disturbance of teaching, student examination, administrative work, curricular or extra-curricular activity, including any attempt to prevent any staff member of FinPro Consulting from carrying on his/her work and any act reasonably like to cause such disruption.
11. Student should not involve in damaging or defacing center's property, equipment and facilities available at the location of training. Students are expected to behave responsibly and help FinPro Consulting for better upkeep and maintenance of the property and equipment available at the center.



12. Student should not use abusive and derogatory slogans or intimidator language while they are present at the center.
13. The use of mobile phones is strictly prohibited in the classrooms. Students should keep their mobile phone on silent mode. We are empowered to withhold/confiscate in the interest of other students.
14. FinPro reserves the right to take disciplinary action against student or even expel them from the training program in case of any acts of misbehavior/ in appropriate behavior or student is caught in any illegal/ fraudulent activities. Student cannot claim any refund under such circumstances. FinPro Consulting may levy suitable penalty or fine on student.

REFUNDS

1. Refunds are not allowed for any batch. No refunds-request will be entertained, what-so-ever circumstances may be unless FinPro is unable to start a training program.
2. In case any training program is interrupted for the reasons beyond the control of FinPro Consulting, Finpro will make alternative arrangements to complete the program by providing access to online lectures etc.
3. Student cannot claim any amount even if he/ she wishes to discontinue with a batch.
4. In case FinPro is unable to start the program or unable to make alternative arrangements to complete the training program, fee will be refunded to the students proportionately.
5. However, gateway charges levied by the bank or any other third party service provider will not be refunded as the service of payment gateway is provided by the third party and not by FinPro.

TRANSFER

1. Transfers to/ from a batch may not be allowed for batches. No transfer-request will be entertained for such batches, what-so-ever circumstances may be.
2. For batches, where transfers are allowed, if a student desires to seek transfer from one batch to another, then he/she has to apply in writing via email, stating reasons for the request. Transfer shall be subject to availability of seats.
3. The transfer-fees, difference in the course fee and pro-rata-fees for transfer-out batch; upon transfers shall be paid by the student.

PERFORMANCE

1. A student must ensure to attend at least 90% of the classes.
2. While FinPro Consulting courses are aimed at enhancing academic performance of a student to score high marks, it is essential that the student displays continuing, participative interest and involvement during the classes. Adequate revisions and self-



study is required apart from classroom training. Merely joining FinPro Consulting training program does not assure clearing the examination.

3. Attendance / participation certificate to the student shall be issued provided student attends at least 90% of the lectures of face-to-face batch or viewed at least 90% of the online lectures as per our record.

RECORDED ONLINE TRAINING VIA USB DRIVE / MOBILE APP

1. Facility of recorded online training is available for the students. Student shall be informed about the detailed procedure and guidelines for activating the video tutorials.
2. Diploma IFRS training course is delivered in two different modes
 - a) Face to face batch in cities mentioned from time to time (this is the blended version with 75% face-to-face and 25% online)
 - b) Recorded Online batch (100% online mode)

Both the above programs are independently run and cannot be mixed together for any reason. Shifting between these programs is not allowed.

3. The video tutorials via USB can be activated only on a single machine having **windows operating system (ONLY)** with configuration prescribed from time to time. Currently our online mode software is not compatible with any other OS other than windows OS (for e.g. UNIX, IOS etc.).
4. The video tutorials are encrypted and secured. Piracy of the data is strictly prohibited. Strict legal action will be initiated if found guilty.
5. One pen drive / video lectures on google drive is expected to be used by only one student and sharing by two or more students is strictly prohibited. Strict legal action will be initiated if found guilty.
6. Upon registration and payment in full for the particular training course, Books, class notes and USB drive (course material) can be collected from FinPro office located at Pune.
7. Alternatively, FinPro Consulting may arrange (upon request of student and additional payment of specified courier charges) to dispatch the course material at the postal address provided by the student. Normal lead time of 8-10 days is expected to dispatch the entire course material from FinPro Pune office. FinPro is free to use the services of national post office or any other courier services for the same. Lead time for delivery may vary depending upon transportation situations at the FinPro location or destination location. FinPro will not be responsible for any delays beyond its control.
8. Videos cannot be viewed on mobile or a TAB except those which are purchased on a mobile app. Videos activated on a one laptop cannot be changed in between unless in exceptional circumstances. Training program subscribed on a mobile app cannot be viewed on a laptop or desktop.
9. Video subscription is valid for the specific period with specific number of views for each topic from the date of activation. Such validity and number of views are mentioned on the website and may change from time to time.



10. Students shall arrange Windows laptop (of specific configuration mentioned on website, it may change from time to time) to view the recorded online training program, including online training portion of a face-to-face DipIFR program. FinPro shall not be responsible for arranging the laptops for the students.

REGISTRATION AND EXAMINATION

1. FinPro is the Learning Partner with ACCA and our students may get a discount on registration and examination fee for being our students. Student can be considered our student only when he or she purchases any of the study material in the form of video lectures or attends our face-to-face batch for any course.
2. Student is expected to deliver the registration and examination documents along with full payment of fees within the prescribed date to us. FinPro shall not be responsible for any consequences of delay by student in submitting the information on time.
3. We will not process the registration until receipt of full course fees and fees of examination and registration.
4. We will process the registration with ACCA on behalf of students and students will be responsible for ensuring the completeness of documents and entire registration process till examination booking. We will not be responsible for any delays or penalties on late registration by the student. We will only communicate the important messages that will be received by us from ACCA on behalf of students.
5. ACCA may change the fees applicable to the students registered through FinPro at any time. If student defers their attempt and subsequently ACCA enhances such applicable fees, student is liable to pay the additional fees to the FinPro. In case student fails / denies to pay such difference, FinPro is at no obligation to deposit the fees for the student. Student will have to register themselves directly with ACCA for any examination.
6. All necessary communication will be maintained through e-mail. Students are responsible to check their registered e-mail id on a regular basis and we can not take responsibility for the consequences of any communication missed by the student.

COMMUNICATION TO THE STUDENT

1. Communication regarding changes in specifications of services provided by FinPro Consulting or change in student's rules, will be intimated through the website - www.finproconsulting.in
2. Any class cancellation or change in the schedule of the program shall be informed to the student by an e-mail or through WhatsApp message.
3. Student is responsible for checking the updates from time to time.
4. FinPro reserves right to change its faculty, location of class, schedule of class, date or timing of class which will be binding on students.



5. If any batch is cancelled by FinPro Consulting due to any unavoidable reasons, student will be shifted to some other batch or student can claim refund subject to applicable charges.
6. Class queries via emails would be entertained. Phone calls for class queries would be entertained subject to availability of the trainers.
7. Providing books may get delayed due to delayed admission by the student.
8. Books, class notes and video tutorials shall be provided upon confirmation of admission. Admissions to classes will not be confirmed until student has paid 100% fees for registered batches. Certain batches have limited seats and 'first paid first serve' policy will be followed.

STUDENT FEEDBACK & GRIEVANCE REDRESSAL

1. The students can register their grievances and complaints on info@finproconsulting.in
2. In order to improve the quality of services provided to students, FinPro Consulting actively seeks, appreciates and acts upon feedback from students about its services from time to time.
3. Students can approach the FinPro Consulting with their queries for assistance and guidance.
4. Students may take a photocopy of the registration form for future reference. FinPro Consulting reserves the right to take disciplinary action, including suspension of the students from the classes, in case the student is found guilty of any misconduct of not following any rules and regulations of the center.
5. FinPro Consulting's decision in any of the above matters shall be final and binding.
6. All disputes are subject to Pune jurisdiction court of law.

STUDENT PARTICULARS AND INFORMATION

Student understands that being taught by faculties of FinPro Consulting creates a right with FinPro Consulting, to use his/her registration number, photo, name, results or any other particulars, for promotion of its classes or motivation of other students, or for its printed-materials like brochures or posters, digital and/or non-digital formats including videos, not limited to above, on its website/s, software/apps and any other marketing material/purpose, without any compensation or legal obligation/s towards student.

DECLARATION BY THE STUDENT

I have read and understood the above at the time of registration at FinPro Consulting's website and I am aware of the service FinPro Consulting shall provide to the students. I have also understood that the student's performance depends on the continuing/participating interest on his/her part. I am also aware that the conduct of the examination is subject to ACCA policies and regulations. In case of any ACCA decision to cancel/alter exam/pattern of the exams, I



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understand that I am not eligible for any refund to the fee paid. I hereby declare and undertake that I have read and understood the aforesaid "Student guidelines" and will strictly adhere to the all same time. I further agree that I will fully comply with all decisions made by FinPro with regards to the above procedures and understand that the same will not be subject to any review under any circumstances.

If any student does not agree to any of the above terms and conditions, then he/ she shall raise an objection in writing before commencement of the batch.