

Knowledge Bank of Aviation, Travel, Hospitality and Retail Industry



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Receipt No.

Form No.

**ENROLLMENT FORM**

Photograph

Course Applied For: .....

Name of the candidate: Mr / Ms.....

Nationality: .....Date of Birth: .....

Father's/Guardian's Name: .....Occupation: .....

Mother's Name: .....Occupation: .....

Permanent Address: .....

Current Address: .....

Phone Number: ..... Mobile Number: .....

E-mail: .....

Name of the Course Pursuing Presently (if any): .....

Name of the Institution: .....

**Details of last Examination passed:**

Name of the Examination passed: .....

Name of the Board/University: .....

Year of Passing: ..... Percentage of Marks Obtained .....

Main Subjects: ....., ....., ....., .....

Have you done any Computer Course? .....

Do you have accessibility to computer? If yes, please specify: .....

**Work Experience: Yes/No** Name & address of the Company: .....

.....

Position Held: ..... From: ..... To .....

**Documents Required:**

1. Proof of the following
  - Date of birth
  - Permanent address
2. Copy of the certificate of last exam passed
3. One passport size photograph (Unattested)

**Terms and Conditions of Admission**

1. **Application:** Please send/submit the completed and signed admission application to your nearest Bird Academy learning center. Students over 18 years must sign the enrolment form to say that they have read and agree with these terms and conditions. The parents of students under 18 years must read and also sign the enrolment form on their behalf.
2. **Eligibility:** All courses conducted by Bird Academy require the minimum eligibility in terms of education as High School pass (10+2), unless otherwise specified.
3. Registered students have to maintain attendance record of 80%. Failure to do so will result in cancellation of admission.
4. **Registration Fee:** Registration fee paid to secure a seat in the course will be non-refundable.
5. **Fee:** Payments may not be made in installments, unless otherwise communicated and guaranteed by any authorized trainer of Bird Academy and approved by HOD. If applicable, all installments will have to be paid within the 10th of the prescribed month.
6. Once your application has been received, and the enrolment confirmed the fee paid will be non-refundable.

7. Course fees include lessons, orientation meeting, use of computer room and internet, placement and progress testing and a Bird Academy certificate on completion of the course. Bird Academy reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding, or other conditions are not met.
8. All courses are offered subject to demand.
9. Your privacy is important to us. Please note that your personal data will not be shared by us, except for your resume/curriculum vitae for job placement/internship purpose.
10. **Health declaration:** Students must report, on their enrollment form, any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully complete their programme, that may impact the health and well-being of any other student, host or staff member, that may require monitoring, treatment or emergency intervention of any kind during the student's anticipated period of enrolment, or that may require special assistance.
11. If at any stage it is found that any mis-declaration/misrepresentation has been made or any information is wrongly furnished or candidate/person is found not adhering to any applicable terms or conditions or indulges in any misconduct or offence, his/her enrollment shall be cancelled with immediate effect.
12. The Academy reserves the right to reject any application of any person without assigning any reason whatsoever at its sole discretion.

**Declaration**

I hereby agree to the above terms and conditions of admission in the requested course.  
 I hereby certify that the information given herein is true to the best of my knowledge.

**Date:**

**Place:**

**Signature of the candidate**

Demand Draft or Cheque to be drawn in favour of, "**Bird Education Society for Travel & Tourism**" payable at **New Delhi**.

**Date:**

**Signature of the HOD**

.....**For Office Use Only**.....

Cash/DD/Cheque No.	Name of the Bank	Branch	Amount	Date Received