

Welcome to ITS !

Please read all instructions below carefully.

1) Practice :

Start practicing all exercise on regular basis. If you are not able to sit at ITS for practice you must have your laptop or home desktop installed and configured with required software for practice. For installation take support from ITS team. Do not piled up with backlog else your interest will be gradually disappear from the subject. If you are completed with 3 chapters learning you must have finished 3 chapters exercise given in Ekit. Practice hours are from morning 11am to 8.30pm except Sunday.

Bring blank DVD for softwares copying purpose, ITS team will give you required software (Do not use this softwares for commercial purpose. Softwares given by ITS is purely for educational purpose and NOT for sale or to be used in production)

2) Ekit :

Honestly read and exercise from given Ekit. Download ekit from Link sent to your email in specific time else that link will be expired. Licensed ekit will be issued only on 100% fee receipt. Do not buy any other material from any person or trainer. We have reading material / books available at library. These books can not be taken at home.

3) Attendance :

Biometric punch is compulsory for all students. Course completion certificate will not be issued if attendance is less than 85% for each course module. Medical certificate must be submitted in case of illness for missing classes for more than 3 lectures. **Missing class** should be attended by your own in next batch by checking upcoming same subject batches. Individual Feed back is not possible for missed out sessions / lectures. Irregularities and misconduct will not be entertained. Management decision will be final. Misconduct and behavior results in termination of admission without any fee refund.

4) Fee Refund Policies.

- Fees non transferable.
- Admission to class with 100% payment only.
- Ekit / books will not be issued without 100% payment.
- Cheque return charges Rs 250.
- Dropping and rejoining will cost 50% of course fee after class commencement date except unavoidable medical condition. (Doctor original certificate required for unexpected medical leaves)
- Repeating whole subject will cost 50% of class fee per subject if rejoin within 6 months from first admission date. After 6 months rejoining will attract full fees.
- After dropping, on rejoining if track or version expired full fees has to be paid for new version / track admission.

Training Fee Refund policies	
If you	ITS will assess
Cancel or reschedule your registration 7 or more calendar days before the scheduled start date of the class	No charge
Reschedule your registration 1-6 calendar days prior to the class start date Cancel your registration 1- 6 calendar days prior to the class start date	50 % of the class fee 50% of the class fee
Do not show up for the event; or cancel on the day of the event	100% of the class fee.

Exam Fee Refund Policies

Cancel or reschedule your exam registration 7 or more working days (Mon to Fri) before the scheduled start date of the class	No Charge
Reschedule your exam registration 1-6 calendar days prior to the scheduled exam date. Cancel your registration 1- 6 calendar days prior to the scheduled exam date. Do not show up for the exam; or cancel on the day of the exam	100% of the exam fee, No refund

- 5) **Exam discount** validity as per Oracle University terms and conditions from the date of joining. It is 6 months at the moment, may change without prior notice to individual. Valid , original personal identifications required on the exam day as per testing authority guideline / rules.
- 6) **Usage** of CDs, Pen Drive and writable or recordable media strictly prohibited in center premises. Lectures cannot be recorded with any portable device / mobile phone etc. Tempering PC, Hardware during class / practice will terminate the admission without any fee refund. Internet usage facilities will not be provided at center premises except resume sending and receiving due to avoid any cybercrime and security issues.
- 7) **Course Completion Certificate** :Training completion certificate will be sent by Email. No certificates are given in physical form by Oracle.
- 8) **Your Feedback** : Give genuine feed back after the course completion. No training completion certificate will be issued without feed back.
- 9) **Responsibility** :
Center is not responsible for
 - loss of user name and password of exam registration
 - loss of any certificate once issued
 - loss of personal belongings at center
 - SMS not received / Email not received / Call not received / Not seen Notice board for jobs.
 - Ekit link expiration
- 10) **Job support**
Student has to visit its website itsahmedabad.com and itsoracleteam (on yahoo) for job alert. He has to open user account on ITS website to read jobs under client section. Check whatsapp or facebook page and email from ITS regularly. ITS never offer job guarantee to any of its student. Read placement support policies on ITS website or contact helpdesk for any clarification.
- 11) **Online students** are requested to keep these contact nos handy in a case if they are not taken online after the class start time. +919825306619, +91 79 27432492. Call on these nos if dropped or not able to login the online class.
- 12) **Holidays** : Centre will remain closed on public holidays. Visit website to have review public holidays list.
- 13) **Parking of vehicle** at your own risk. Do not sit in the parking.

If you have any question please clarify immediately. No assumption will be entertained later.

All above instructions and rules are automatically agreed upon and enforced to each admitted student.

ITS Management