

## **Admission Terms and Conditions**

### **Registration and Fees**

Reservation fee is payable within 5 days of receiving the letter of acceptance. All fees and deposits must be paid to the BITH Bank account detail on invoice. The tuition fees can be paid in two installments. The first half of the fee is payable within 10 days upon receiving the letter of acceptance. All subsequent fees are payable before the internship.

### **Academics**

BITH academic calendar detail will be provided during the orientation and it will be the trainee's responsibility to read it carefully and understand its contents. BITH management reserves the right to make changes in the members of its staff and faculty and to amend policies, regulations, curricula, courses, tuition and fees, or any other aspects of its courses deemed to be in the best interest of the institution and its trainees without prior notice. Further information can be found on the website at [www.bithedu.com](http://www.bithedu.com)

### **Industry Placement**

During the Internship, trainees will be under the obligation of their employer, the employer usually may or may not pay the intern. However, uniform and meals during their duty will be provided. To qualify for industry placement, trainees are expected to meet specific academic and professional skills standards set forth by the BITH and the employer.

### **Employment**

On successful completion of the respective courses, the graduates will be offered employment opportunities.

### **Liability**

Courses are held only with a sufficient number of candidates. BITH management reserves the right to cancel courses due to insufficient candidates, or due to circumstances beyond its control. In such case, all fees paid in advance will be refunded to the candidates. Claims for damages or compensation in this case will not be entertained and the candidates agree that they are excluded. Classes will be held in rooms, buildings or locations determined by the BITH Management.

### **Refund Policy**

Refund will be provided only if the program is cancelled.

### **Cancellation**

If a trainee cancels their enrollment 3 weeks or more before the beginning of the course they will be entitled to full refund of the fees minus the administrative fee of Nu. 1000.

If a trainee cancels their enrollment 2 weeks before the beginning of the course they will be entitled to a refund of 50% of the amount paid minus the administrative fee of Nu. 1000.

If a trainee cancels 1 week or less before the beginning of the course the full fee will be chargeable.

### **Expulsion**

If a trainee is expelled for any disciplinary reason, no refund will be provided. Readmission for expelled trainee will not be entertained.

### **Extracurricular Activities**

BITH will not be held responsible for any extracurricular activities undertaken by trainees out of Institute hour.