

Registration Form

Paste your recent
passport
photograph here

Course Applied for : _____

Respected Sir,

I want to take the Admission in “DOJO Japanese language services center”. I have read the “*Terms and Conditions*” of the institute given overleaf and agree to abide by the same. My particulars are given below:

The form is to be filled by the candidate in CAPITAL LETTERS ONLY

1. Name of the Student:..... Gender : Male / Female , Nationality:.....
2. Father/Guardian's Name:.....Email ID.....
3. Phone No. - Residence:Mobile (Mother):..... Mobile (Father):.....

Particulars	Father	Mother
Name		
Qualification		
Occupation		
Designation		
Company Name		
Company / Office Address		
Company / Office Tel. No.		
Mobile No.		
E-mail (in BLOCK letters)		

4. Date of Birth:..... Blood Group:.....
5. Address of Correspondence:.....
6. Permanent Address:.....State:.....Pin Code:.....
7. Name of the School from where you appeared / Appearing for Class:
8. Percentage of marks obtained in the last examination:..... (Attach a photocopy of Mark sheet)
9. Board (School is affiliated to) :.....
10. Details about Your Sibling: Name 1 (Brother / Sister)..... Class presently studying in..... Name
2 (Brother / Sister)..... Class presently studying in.....
11. Are you taking any specialized Coaching for Competitive Exams. Yes , No Since (Year) If Yes, Name of
your Coaching Institute.....
12. Details of your Scholastic Achievements:.....
.....

Date :

Yours faithfully,

Place :

(Signature of the student)

Terms & Conditions

The student who is enrolled with **DOJO Japanese language services center** will have to regularly work hard. In case, if the teachers feel that the student is not working hard, creating indiscipline in the institute or in bus/van, irregular in attendance, not responding properly, he/she may be expelled from the institute. The decision of the Centre In charge in this regard will be final and binding on the student. No fee or part of the fee will be refunded in such cases.

1. After depositing money towards registration, if any student is not interested in the institute due to any reason whatsoever and wants to take his/her money back, the institute will not refund the money deposited towards registration/admission fee. The registration/admission deposited towards a particular course will not be adjusted against any other course as mentioned for students who pay the fee in installments.
2. In case if any parent/guardian misbehaves with any staff, member of the institute, his/her ward can be rusticated from the institute and no claim of refund of such student will be entertained. The decision of the Managing Director will be final and binding on the student and parent/guardian.
3. A student is not allowed to carry mobile phone / i-pod in the institute, if feel necessary to carry same, then it should be switched off. The institute is not responsible for any loss/theft of mobile phone in the institute.
4. The institute shall not be responsible for providing sitting arrangement to the parents while the classes and or tests of their wards shall be on.
5. If any student/parent insists on lump sum payment of fee the institute can accept the fee in lump sum also. The refund policy for such students will be applicable as mentioned for students who pay the fee in installments.
6. If any student absents himself/herself for more than 7 days continuously without prior written application, he/she may be seems to be expelled from the institute. No fee or part of the fee will be refunded in such cases. The decision of managing director in this regard will be final and binding on the students and parents.
7. Incomplete form will be rejected. It is compulsory to attach photocopy of mark sheet of last attended class and passport size photograph to the admission form. The institute reserves the right to use the photograph for publicity in case the student secures position/success in his/her school or any entrance examination.
8. The parents can meet the Centre In charge for any enquiry about their ward progress or any other problem concerning their ward with the prior appointment only.
9. Any change of address or phone no. should be notified to the office without delay.
10. **DOJO Japanese language services center** reserves its right to make any alterations in its programs / fees without any prior notice to anybody.
11. In case of urgency Kindly contact and send communication / information by SMS, e-mail, post on the above mentioned communication details given by institute.
12. Students are free to select class / batch timing one time. In case of any class / batch changes he has to intimate one week before to institute in charge.
13. I have read the terms & conditions and other information as mentioned in the registration form / prospectus & promise to abide by the same.

Date: _____

Signature of the Parents / Guardian

Signature of the Student

(Name of Parents /Guardian)

(Name of Student)

CERTIFICATE BY THE APPLICANT

I have filled the form in all respects and nothing has been concealed thereof. I have also attached the attested copies of above ticked documents with the form.

Signature of applicant: _____

CERTIFICATE BY THE DOJO JAPANESE LANGUAGE SERVICES CENTRE

I have checked the form and found it complete in all respects. The requisite documents are enclosed and I.D. Card has been issued to the applicant.

Signature of official concerned: _____

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For official use only (Not to be filled by the candidate)

Registration Charge Rs. _____

Student Identity Card No. _____

Student Registration No. _____

Fee Receipt No. _____

Signature of Office In Charge