# Admission Procedure

Application for admission should be made only on the prescribed admission form, which is available with the prospectus. Application form must be accompanied with the following:

Admission and registration fee.

Tuition fee of the necessary course.

The fee can be paid either by cash or demand draft from any bank payable at New Delhi favoring international school of design.

Attested copies of all necessary documents.

Four passport size photographs.

In addition to the fees paid to the institute, the student has to pay the examination and/or recognition fees for the respective board /university as and when required.

# Rules & Regulations

The relevant entire fee or the first instalment, along with other charges is payable at the time of admission. The balance instalments should be paid before the due date.

Course fee/ Registration fee paid are non-refundable and non-transferable under any circumstances.

The student will be allowed a grace period of three days only for the payment of their instalments that are due on the date specified in the instalment plan and will be charged Rs. 100 per day for the period beyond the grace period.

Nonpayment of the fees within fifteen days from the expiry of the grace period is liable for termination of the student from the course applied.

The management reserved the right to change or modify the rules and regulations at its own discretion.

It is mandatory for the student to complete the full duration of the course applied for to become eligible to be awarded with the diploma certificate.

The institute does not accept responsibility for the eligibility of a student for any exam or his/her acceptance as a candidate by any examining body due to non-compliance of rules and/or non-submission of documents/exam fees and for non-fulfillment of the board and university regulations. Accordingly, the candidate is advised to check his/her eligibility before applying for the admission.

In the event of last date of admissions being over, or change in board or university the management of the institute reserves the right to transfer the candidate to the new university/board in the same or next academic year.

A minimum of 75% attendance is a must to appear for the final examination

Please note all national & international study tours are chargeable separately and subject to clearance from the respective country embassy. (All necessary information is available with our respective centre manager)