



## GENERAL TERMS AND CONDITIONS

The students enrolled with BE N BY IAS (herein after referred to as 'institute') are mandatorily required to follow the below mentioned terms and conditions without any exceptions or deviations, failing which strict disciplinary and legal action will be taken including expulsion from the institute.

### 1. Payment of Fee and other dues:

- Students shall pay the fee or any other dues to the institute at the time of admission only or on or before the due dates in case of installments, as the case may be, for any of the courses or services to be availed as per the information provided by the institute from time to time at various places including the website of the institute [www.beandbyias.com](http://www.beandbyias.com) or by any of its authorized representatives. The fee structure for such courses and /or services is liable to be changed without any notice by the institute.

The fee and other dues payable to the institute by the students or any other person on their behalf shall be paid in the following three modes only:

- **Online Payment:** Through the payment gateway available on the website of the institute [www.beandbyias.com](http://www.beandbyias.com).
- **Demand Draft:** Through a Demand Draft / Pay Order / Banker's Cheque in favor of "BE N BY IAS" payable at New Delhi.
- **Instant Electronic Transfer into Bank Account:** By way of ECS / NEFT / RTGS or any other mode of instant bank transfer of money into the credit of the notified bank account of the institute.
- **No other mode of payment including either through Cheque or payment in cash shall be accepted by the institute.**

**Note 1:** All payments to the institute shall be made through any of the above-mentioned three modes only for which a printed receipt, either in physical form or computer generated, by the institute shall be issued (All payments receipts will be subject to realization of the due amount of money into the bank account of the institute only).

**Note 2:** Students who fail to pay the fee installments or any other dues to the institute on or before the due dates or within the due dates specified by the institute shall not be allowed to attend the classes or avail any of the prescribed services of the institute without any further notice.

### **Refund of fee or Replacement (Applicable only for Classroom Study Courses):**

In case a student is not able to continue the classes due to some unavoidable reasons to the satisfaction of the management, the institute will provide the alternatives of fee refund or replacement to such students governed by the following terms and conditions:

- Student can avail the fee refund facility within first five days from the date of commencement of either batch or course. Fee will be refunded after deducting initial processing and admission charges, equivalent to admission fee (as mentioned in the fee receipt). Refund amount will be paid through account payee cheque only, which will be in the name of the student.
- The student can replace these at with another student within the first three months from the date of commencement to f batch or course. The student who replaces these at should not be present student of BE N BY IAS and will not be offered any back-up classes, study material or books etc. The amount equivalent to admission fee will be charged as replacement processing fee.
- Refund requests made verbally, over telephones, e-mails or by fax will not be valid or accepted.
- Submit the refund/replacement application in person to the authorized person in the admissions office of the institute. Only the student or parents can submit "Fee Refund/ Replacement" application. Please note that, we do not accept the Fee Refund/Replacement applications from any other person/relative/friend etc.

- The policy of fee refund or seat replacement is strictly according to the above-mentioned terms and is not negotiable under any circumstances. Any refund of fee or seat replacement received without proper documents like ID-card (if issued), fee receipt and written application after the expiry of applicable period will not be processed or entertained.
- Admission fee is non-refundable under any circumstances.

**Note:** Any fee or other charges for online courses, study material including test series or paid for availing any services online and also other than class room courses shall not be refunded under any circumstances.

## **2. Identity Card:**

- Each student will be issued an Identity Card by the institute on payment of full fee and other dues. The entry of the student into classes and the premises of BE N BY IAS will be allowed only with the Identity Card. For attending the classes, students are requested to collect their ID cards from admission department before commencement of the batch.
- Students **not carrying the ID card of BE N BY IAS, shall not be permitted to attend the classes** under any circumstances.
- If the ID card or fee receipt of the student is lost or misplaced then NO duplicate ID card or fee receipt will be issued to the student.
- Students should not overwrite on or tamper with the ID card in any manner, or provide ID card to anybody; also, students are advised not to produce photocopy/duplicate of ID card in any form. The production of the ID cards in original only will allow the student to either enter the premises of the institute and / or attend the classes.
- Identity Card must be retained by the students with full caution and safety. It is a very important document and a proof of your association with the institute **BE N BY IAS**. The re-issuing of the identity card will depend solely on the discretion of the management, considering the circumstances in which the ID card was lost. Management's decision regarding there – issue will be final and a binding. If the management decides to re-issue the Duplicate ID Card, the student will have to submit a copy of FIR with a processing fee of Rs.500/- (Rupees five hundred only) and one recent passport size photograph.

## **3. Change of Batch /Centre:**

- The batch or center, once allotted at the time of admission, will not be changed. Hence, students are advised to discuss batch timings, batch commencement dates, venue and other details with the counselors or other authorized persons of the institute and accordingly join suitable batches as per the convenience.
- Batches will not be changed from regular to weekend or vice versa.
- Students enrolled under classroom courses will not be transferred or shifted to any other program/course.
- College going/working professionals are advised to join weekend batches, as no request will be entertained at regarding the change of batch.

## **4. Absenteeism:**

- Students must attend the classes and Test Series regularly in their assigned batches and as per the scheduled time table only. Students will be solely responsible for their absenteeism from classes/Test series. In case of absenteeism, permission to attend missed classes, in other batches, is subjected to the discretion of management and availability of seats, and it is not mandatory for institute to provide backup of missed classes.
- In case of absence in the Test Series, no separate question papers will be issued to the students.

## **5. General Instructions:**

- Students are advised to adhere to strict discipline and sincerity with in the premises of the institute. If anyone is found contravening any rules such as misbehaving with the staff of the institute or classmates, fighting, resorting to any act of physical violence or verbal abusing, inappropriate offensive gestures, blocking seats, damaging property of the institute or any other illegal activity, the management of the institute reserves the right to debar the student from attending the classes and strict legal action will be taken against the student.
- Batch venue and timings are subject to periodic changes as per the availability of faculties and classrooms.

- Classes can be extended on week days and public holidays for weekend batches; class timings can be extended for regular batches in order to complete the syllabus on time.
- Students are only responsible for the safety of their vehicles and other belongings and institute shall not be responsible for any loss or damage.
- The Institute reserves the right to alter or carry out any changes in its programs, fee structure, faculty, venue of classes without any prior notice to anybody. However, every possible endeavor will be made by the institute to notify such changes to the students in an appropriate and convenient manner. The decision of the Institute shall be final and abiding.
- If there is any change in the syllabus during the course, the institute will make all the possible efforts to cover the revised syllabus. However, it will not be mandatory or binding upon the institute

#### **6. Copyright and Proprietary Rights:**

- All the study materials, test series, lectures in written form, notes, journals and books produced by the institute etc., in written as well as audio-visual forms, provided to the students shall carry the copyright and other intellectual property rights of the institute exclusively and any violation or infringements by the students or anyone else shall make them liable for appropriate legal and other civil / criminal action under the applicable laws by the institute. This will also include any such infringement either with the connivance or negligence of the student and such student shall also be liable for the legal action as an abettor or accomplice.

#### **7. Online Students Please note:**

- The online contents and other material both audio as well as videos made available to such a student shall be the sole proprietary content of the institute. Any false representation of facts during admission or misuse of proprietary content including downloading and sharing of this content in the public domain will lead to cancellation of admission, penalties and also attract legal action as per laws in force.

**NOTE:** These terms and conditions are subject to any changes or modifications at the sole and exclusive discretion of the Institute and will not be liable for any challenge by any person before any authority or the Court of law.

**DIRECTOR**  
**BE N BY IAS**

