

## **Terms and Condition of dGTC**

### **1. Payment**

a. The most preferable mode of payment is cheque/NEFT/other, however cash will be collected only at Institute counter. dGTC do not take any responsibility of cash given to anybody acting on behalf of it.

### **2. Booking of course**

a. Provisional booking of any course can be done through filling out application form through online or sending dully completed application form.

b. Unless requisite fee is received, no booking will be confirmed, booking will be confirmed in ten working days from the receipt of fees.

c. No booking will be confirmed after last date of registration declared for NEBOSH course.

c. Same day booking is possible for other courses.

### **3. Cancellation, substitution or refund**

a. If a candidates desires to cancel registration, before actual registration towards awarding bodies. Cost of the course materials and tutorials fees on prorata will be deducted.

b. If the student wants to make a substitution well before the registration, the complete fees paid can be transferred to substitute provided he/she is eligible for the course.

c. If the student is registered towards the awarding body and due for examination, awarding body cancellation procedures shall be applicable and centre will recover ( center fees, cost of the course materials including tax, foreign exchange make charges and centre administrative charges of 2000/-.

Cancellation, substitution or should be made in writing in the prescribed form.

### **4. Course materials**

a. Purchase of course materials are mandatory for NEBOSH and IOSH courses as awarding body's requirement.

b. Course materials once purchased cannot be returned, as no secondhand books are accepted by other candidates.

c. No photocopy should be made of these books, which is against copy rights violation.

d. Other training materials are prepared by dGTC and photo copies will be given to candidates.

## **5. Lodging**

- a. Bachelor sharing accommodation available at campus, student willing to avail accommodation on the campus will apply in written form and take approval from the director.
- b. Hostel fees will be paid in advance with expected number days.
- c. If students vacates before, the balance amount shall be refund immediately.
- d. Accommodations are bachelor sharing room available at Campus only.

Students should refer to hostel rules printed on the back of the hostel application form.

## **6. Joining Instruction**

Joining instruction will be sent to all candidates within 2 days of registration through email.