

Official Enrollment Information



Indian
Institute
of Commerce

Lakshya®

At the Lakshya Indian Institute of Commerce we are delighted to welcome you to a thriving community of learners and future leaders in the fields of Commerce. Our institution stands at the forefront of educational excellence, providing world-class training, mentorship, and career development opportunities. Our mission is to cultivate your potential, refine your expertise, and prepare you for the global workforce. We pride ourselves on our proven academic rigor, industry connections, and personalized support system that will ensure you have a smooth and successful academic journey.

TERMS & CONDITIONS

By enrolling in any course at Lakshya Indian Institute of Commerce, you agree to abide by the rules and guidelines governing the educational programs, which are designed to ensure clarity on policies and procedures.

1. Admission Procedure

1.1 Entry Fees and Payment Terms:

A non-refundable entry fee is mandatory at registration to confirm enrollment. This fee is separate from the tuition fee and covers administrative costs. Refunds will not be granted except as specified in the refund policy.

1.2 ID Card Issuance: Upon admission and fee payment, students will receive a mandatory Student ID card required for campus access and activities.

2. Attendance and Participation

2.1 Mandatory Attendance: Students are mandated to sustain a minimum attendance rate of 90% for all scheduled instructional sessions.

2.2 Academic Obligations and Engagement: Students are required to achieve 100% attendance in all scheduled classes, complete every assignment, participate in model tests, and engage in all events organized by Lakshya. Lakshya may modify course content, schedules, delivery formats, or tools to enhance the

overall academic experience and improve educational quality for student.

2.3 Exceptions to Attendance

Requirements: Lakshya may grant exceptions to the attendance requirement in cases of medical emergencies or other justifiable circumstances deemed acceptable by the management.

3. Terms on payments of fee

3.1 Upon confirmation of admission and acceptance of the fee payment plan, the student shall remit the fees as per the agreed schedule. Failure to comply with payment deadlines may attract a late fee, as per the institution's regulations on delayed payments.

3.2 Equated Monthly Installment (EMI)

Options: Students opting for EMI payment must accept the EMI terms prior to enrollment. EMI options are available through partnered financial institutions, and students are responsible for timely payments. Late or missed payments may incur additional charges and affect course continuation. Access to academic resources and classes is permitted only upon confirmation of successful EMI payments.

3.3 Documentation: The student is responsible for maintaining and securely preserving all payment-related documentation, including receipts, bank transaction records, loan or EMI agreements, and other relevant financial documents, which may be required by Lakshya for verification during the course of study.

4. Refund Policy

As a general principle, fees once paid are non-refundable. Refunds are subject to the discretion of the Management, based on the specific circumstances of each case.

4.1 Specific Circumstances for Refunds are as follows

4.1.1 Course Cancellation: Refunds may be issued if Lakshya cancels a course due to operational issues, insufficient

enrollment, or other reasons beyond the student's control.

4.1.2 Administrative Errors: Refunds for billing errors or duplicate charges will be issued after verification.

4.1.3 Force Majeure: In cases of unforeseen events (e.g., natural disasters, terrorism) beyond Lakshya's control, refunds may be granted if the student cannot continue the course.

4.1.4 Duplicate Payment: Fees paid twice for the same purpose will be refunded after verifying the duplicate transaction, subject to Lakshya's refund policy and timelines.

4.2 Non-Refundable Fees

Refunds will not be granted for:

- Study materials
- Fee at the time of admission
- Registration fees (to Regulatory Body)
- Certificates
- Fee adjustments or faulty remittances

4.2.3 System Failures: If technical or system failures on Lakshya's part affect enrollment or payment, Lakshya will review the issues and may provide a refund or adjustment as necessary.

4.2.4 Force Majeure: In cases of force majeure events (such as natural disasters, acts of terrorism, or other unforeseen circumstances beyond Lakshya's control), refunds may be considered if the student is unable to continue with the course. Such refunds will be evaluated on a case-by-case basis, only under discretion of the management.

5. Transfer of Students

5.1 Course Transfer: Students wishing to switch between courses within the same academic term must submit a formal request. Transfers will be subject to seat availability, fulfillment of prerequisites, and management approval. If the newly opted course fee is lesser than the original course, no refund will be granted. If the new course fee is higher, the difference will be payable, and fees paid will be

transferred after deducting applicable charges at the discretion of the management.

5.2 Change from Regular to Online Classes:

Students enrolled in regular, on-campus classes who wish to switch to online or distance learning modes may apply for a transfer, subject to approval by Lakshya's management. Requests must be submitted in writing at least one month before the commencement of the new session. If the newly opted course fee is lesser than the original enrollment, no refund will be granted. If the new course fee is higher, the difference must be paid, and the fees paid will be transferred after deducting applicable charges, at the discretion of the Management.

5.3 Branch Transfer: Transfer requests between branches of Lakshya will be considered on a case-by-case basis, subject to availability, management approval, and applicable terms. The student will also be responsible for adjusting their class schedule to accommodate the new branch's timings.

6. Complaint Redressal Procedure

6.1 Complaint Submission: Lakshya has a formal complaint redressal procedure. The student must submit any complaints or grievances in writing to the designated authorities, providing detailed information about the issue and supporting documents.

6.2 Resolution Process: Lakshya will acknowledge the complaint within ten (10) working days and will strive to resolve the issue within one month period. The student will be informed of the outcome and any corrective actions to be taken.

6.3 Escalation: If the Student is dissatisfied with the resolution, they may escalate the matter to the Managing Council for further review.

7. Examination and Evaluation

The student must attend all examinations conducted by Lakshya and comply with the examination rules; non-attendance may

lead to ineligibility for course completion, and breaches of rules may result in disciplinary action.

8. Student's Conduct and Compliance with Institutional Rules

8.1 The student must behave respectfully towards faculty, staff, and fellow students. Misbehavior, harassment, or violations of Lakshya's code of conduct, including inappropriate language or threats towards the Institute or its staff, directly or indirectly via phone, mail or in person may result in disciplinary action, including suspension or termination of enrollment without any refund of fees.

8.2 The student must comply with all rules, regulations, and policies of Lakshya. Non-compliance or serious breaches may lead to disciplinary action, including termination of enrollment without any refund of fees.

9. Dispute Resolution and Governing Law
This Agreement shall be governed and construed exclusively by the laws of India and the courts at Ernakulam, Kerala, India shall have sole jurisdiction in respect of all matters about this Agreement. If a dispute is referred to arbitration by either the student or Lakshya, such dispute shall be resolved by and finally settled by arbitration by a single arbitrator to be appointed by mutual agreement of. If Parties fail to appoint an arbitrator within thirty (30) business days after service of the notice of arbitration, such arbitrator shall be appointed by provisions of the Arbitration and Conciliation Act, 1996.

The seat of arbitration shall be Ernakulam, Kerala, India. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof. The arbitration proceedings shall be in the English language.

10. Publicity

10.1 Lakshya reserves the right to use the student's name, individual or group photographs, and video/audio testimonials of the student and their parent/guardian for promotional activities across various media

platforms, in the event the student attains any rank, position, or distinction in examinations or courses. This includes the right to capture such testimonials both during and after the completion of the course. No additional consent from the student or their parent/guardian will be required for such use.

10.2 Lakshya is committed to safeguarding students' privacy and personal rights in media use, adhering to privacy laws, data protection regulations, and consent requirements. Student photographs will be used solely for authorized promotional purposes, not for commercial gain or shared with third parties without legal basis. They will be handled responsibly and displayed in a respectful, professional manner.

11. Retention of Rights

IIC Lakshya reserves the right to modify, restrict, or withdraw services, programs, or policies, including course offerings, admission criteria, fee structures, or programs, at its discretion and in accordance with institutional policies and applicable laws. The Institute's decision will be final and binding, with changes communicated to the student and taking effect immediately.

IIC Lakshya