



BUSINESS SCHOOL OF LOGISTICS AND SHIPPING

World of Opportunities

CERTIFICATE COURSE IN EXPORT & IMPORT MANAGEMENT

Student Application Form

PASTE
PHOTO

1. Name of Student..... Nationality.....
2. Age Date of Birth Male ☐ Female ☐
3. Aadhar Card Number
4. Driving License Passport
5. Student Address
6. Student Mobile Number..... Email-ID.....
7. Parent Name..... Occupation
8. Parent Mobile Number..... Email-ID.....

9. Education Details

Level	College Name / Institution name	University	Year	Pass %
UG/PG				
Professional:				

10. Any Work Experience - Yes ☐ No ☐ Where.....Since.....
11. Is there any other details you would like to share.....

Declaration

I hereby declare that the above details provided by me are true and accurate to the best of my knowledge. If there is an omission, commission, suppression, distortion or false information from my side, then I am aware of the fact that it will lead to my expulsion from BSLS and that I will not be entitled to any refunds of fees in full or pro-rata. Consequently, I would also be liable to make good the loss, that may be caused to BSLS due to the false information furnished by me. I also agree that I would lose all my rights and claims consequently whatsoever as a student of BSLS.

Applicants Signature

Date

For BSLS Office use

Received Application from Mr. /Ms. _____

Bank Details of Cheque/DD _____ Rs _____

Allotted Registered Roll Number _____

Authorized Signatory



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TERMS OF ADMISSION TO THE CERTIFICATE COURSE IN EXPORT & IMPORT MANAGEMENT

- 1. Business School of Logistics and Shipping** (hereinafter referred to as **BSLS**) is an autonomous academic institution offering **Certificate Course in Export & Import Management** and its related fields. A person aspiring to pursue for the award of *Certificate Course in Export & Import Management* by **BSLS**, (hereinafter shall be referred to as an “**applicant**”).
- 2. BSLS** offers its own *Certificate Course in Export & Import Management* for a duration of One Month. This consists of theory and case studies through direct class-room and/or online sessions to an aspiring applicant, who must have - **a)** the mandatory percentage of attendance as outlined in *Clause 9* and **b)** completed the **Theory-Assessment-Test** and the **Case-Study-Report** submission as outlined in *Clause 8*.
- 3. Eligibility** - An applicant must have completed his 10+2 schooling, to be eligible to apply for this certificate course. An applicant may be considered for admission only after the approval of the Academic-Governing-Council of **BSLS**. The Academic-Governing-Council reserves the rights of accepting or rejecting an application of any applicant without assigning any reasons thereof.
- 4. Acceptance to the Terms of Admission** - When an applicant submits the duly signed application-form for undergoing the course, he/she expressly states to have accepted to the terms of admission and consents to adhere to the rules & regulations stated *herein* with freewill.
- 5. Payment of Fees** - Upon payment of the course fee in full, an applicant is said to have become a **registered-student**, who is then eligible to attend the training sessions as per *Clause 7 & 8*.
- 6. Nil-Refund Policy** - A **registered student** is deemed to have enrolled with **BSLS** for the entire duration of course as mentioned in *Clause 2* in a single continuous-term. For whatsoever reason, if a student discontinues the course, **BSLS** will not refund the course fee, in full or *pro-rata*. No refund of fees or adjustment *thereof*, in any form will be done by **BSLS** under any circumstances. If a student wishes to re-join the discontinued course, he/she has to pay again the full course-fees existing on the date of re-joining.
- 7. Syllabus & Schedule of Training** - The syllabus of the course shall be explained in detail to the registered student. The training on the syllabus shall be completed in one month. **BSLS** schedule of class will be announced from time to time and the same has to be attended/adhered to strictly, by the registered student as per *Clause 9* without fail.
- 8. Certification** - A student must participate in all the learning activities and complete the **Theory-Assessment-Test** and **Case-Study-Report**, for **BSLS** to award the Course Completion Certificate to a registered student. A registered student has to fully satisfy all conditions mentioned *herein* in all the *Clauses* and more so, to the norms mentioned in *Clause 9 & 10* for **BSLS** to award the Certificate.
- 9. Attendance** - A student must have 90 percent as mandatory-attendance-needed. When a student is unable to attend classes due to medical reasons, a medical certificate needs to be produced from a qualified medical practitioner. Based on the medical certificate the attendance will be relaxed, not exceeding 10 percent of the mandatory-attendance-needed stated herein. If the attendance percentage is below 85 but above 70, then a student has to complete the mandatory-attendance-needed hours by attending classes in the subsequent batches to qualify for the Certification. If attendance percentage is less than 70, **BSLS** will not award the Course completion certificate to the student. **BSLS** mandates that such student, apply afresh to repeat the course and attend the same as per *Clause 8*. Such student has to also comply in paying again the full course-fees, existing on the date of joining as per *Clause 4 & 5*.
- 10. Assessment** - A student has to secure a combined score of 70 percent, aggregated over the Theory-Assessment-Test and Case-Study-Report for **BSLS** to award the Certificate. A student has to abide to the date/time fixed by **BSLS** for writing the Theory-Assessment-Test and Case-Study-Report. Medical certificate needs to be produced, if a student is unable to do the Theory-Assessment-Test and Case-Study-Report due to medical reasons, on the designated date/time fixed by **BSLS**. In such medical cases a revised date/time will be given by **BSLS** for the same. In the event of a non-medical grounds or any other reason thereof, if a student is unable to do the Theory-Assessment-Test and Case-Study-Report on the date/time fixed by **BSLS**, he/she can request for a revised date/time for both, by paying Rs 1000/-. If a student does not complete the Theory-Assessment-Test and Case-Study-Report on the revised date/time, he /she has to pay Rs 2000/- for another fresh date. If a student fails in the Theory-Assessment-Test and Case-Study-Report, he/she has to re-appear for same by paying Rs 1000/- on the date/time fixed for by **BSLS** for this. If a student fails again in this, he/she has to appear for same in the subsequent batch by paying Rs 2000/- as fees.
- 11. No Internship & No Placement Assistance** – This Certificate course does not offer **a)** any internship opportunity or **b)** placement assistance to any applicant/student.
- 12.** The agreement, responsibility and obligation of **BSLS** ceases immediately after the issuance of Certification of Course completion to a registered student, and it is considered that **BSLS** has discharged all its duties fulfilling all the terms *stated herein* with the registered student. Once this process is done and completed, the legal relationship between **BSLS** and the registered student ceases to exist.
- 13.** Course materials in the form of hand-outs, files, case-studies and audio-visuals, given to the students are the intellectual property of **BSLS**, to be used only for academic and study purpose. A student should not circulate this, in print, electronic or social media, to anyone or use this for any unlawful purpose. A student will be legally sued, if he/she uses or is found using, any of these properties stated herein, detrimental to the interest of **BSLS**.
- 14.** A student should bear all the financial cost, if he/she causes any damage, occurring as a result of his/her negligence or willful misconduct to the property, equipment, teaching equipment and study materials of **BSLS**.
- 15.** Use of Mobile phones or cameras are prohibited in the **BSLS** class-room or online-sessions for recording any portion of the LIVE Trainings or Presentations.
- 16.** Any misbehavior in form of an act of assault, ragging, intimidation, coercion, interference, racist comments, sexual misconduct (*in action or verbal comments*) with fellow students or staff of **BSLS**, will result in criminal action as per law. Under such circumstance a student will be expelled immediately from the course and there will no refund of fees in *full or pro-rata* as per *Clause 6*.
- 17.** Students should take care of their belongings in the class room. **BSLS** will not be responsible for any loss of such belongings carried by student or left behind at **BSLS**.
- 18.** Use of tobacco or drugs by students is prohibited and shall lead to legal action & immediate expulsion from the course with no refund of fees in *full or pro-rata* as per *Clause 6*.
- 19.** Dress code for Male-students is business-formals with formal shoes. Lady-students may wear formals or neat ethnic attire. Torn Jeans and Slipper are not allowed.
- 20.** Students should not hold any political or religious meeting/activity at the **BSLS** premises or hold any demonstration or protest against **BSLS** for whatsoever reason.
- 21.** These rules & regulation and terms together with the website-disclaimer and course-specific terms & conditions are the entire agreement between **BSLS** & the Applicant. The applicant is aware that any agreement outside the scope of the above rules & regulation and terms (written or verbal) is not binding on **BSLS** at any time. An Applicant confirms that he/she has not relied on any other representations by staff or teaching faculty or any other related entity to **BSLS**, in entering into these and any other terms and conditions with us.
- 22.** **BSLS** is not be liable to any applicant/registered student for any breach of its obligations or termination under these rules & regulation and terms arising from causes beyond its reasonable control due to fires, floods, earthquakes, and other Acts of God, terrorism, riots, strikes, delay caused by transport systems, pandemics, epidemics, lockdowns, curfew, Government rules & restrictions and on account of any health issues of the Directors, Faculty or Staff who run the **BSLS** organization.
- 23.** In all matters pertaining to the functioning of **BSLS**, and the rules & regulation and terms, the decision of the **BSLS** shall be final and binding on all the registered students.
- 24.** All the disputes arising out of the above rules & regulations and terms will be subject to the exclusive jurisdiction of Courts in Chennai only.

25. ☐ I have fully understood the above rules & regulations and terms. I accept to agree and abide by all the terms mentioned herein with my full and free consent.

Date _____

Applicant Full Name _____

Applicant Signature _____