

The enrolled students must adhere to the following terms and conditions of MADE EASY without exception. Failure to do so will result in strict disciplinary and legal action, including possible expulsion from the institute.

**1. Fee Payment:**

- The fee should be paid at the time of admission as mentioned on our website.
- The fee can be paid through online payment methods or by demand draft.
- Students opting for the Installment Payment Scheme must pay the applicable installment charges as decided by the management. These charges will apply immediately upon admission. Details regarding installment charges are provided in the table below:

1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment	3 <sup>rd</sup> Installment	Installment charges
During Admission	45 days	75 days	Rs. 2,500/-

**2. Fee Refund:**

- The fee refund facility is valid within the first five days for long-term regular batches, the initial four classes for long-term weekend batches, and the first two classes for short-term batches, starting from the date of commencement of the batch. The fee will be refunded after deducting the admission fee (as mentioned on the fee receipt). Refund amounts will be paid via account payee cheque only, in favor of the student.
- Refund/Replacement requests made verbally, over the telephone, by e-mail, or fax will not be valid or accepted.
- The student must submit the Refund/Replacement application in person at the admissions office. Only the student/parents are allowed to submit the Fee Refund/Replacement application. Applications from any other person, relative, or friend will not be accepted.
- The fee refund or seat replacement policy is strictly according to the terms mentioned above and is non-negotiable under any circumstances. Any refund/replacement application submitted without proper documents, such as the ID card (if issued), fee receipt, medical prescription, etc., or after the expiry of the applicable period will not be processed or entertained.
- The admission fee is non-refundable under any circumstances.
- Short-term batches include the Rank Improvement batch, ESE Mains batch, GS batch, PSUs & State Engineering batches, etc.

**3. Seat Replacement:**

- The seat replacement facility is valid only for the first three months from the commencement of the batch. The student replacing the seat must not be a currently enrolled student of MADE EASY. The new student will not be offered backup classes for subjects already attended by the previous student. Books already issued to the previous student will not be reissued to the new student. An amount equivalent to the admission fee will be charged as a replacement processing fee.
- The seat replacement facility is applicable only for long-term batches.

#### 4. ID Card :

- Each student will be issued an ID card after fee payment. Students are advised to collect their ID card from the respective admissions office before the commencement of the batch. The ID card must be retained with care, as it is an important document and proof of your association with MADE EASY.
- Students not carrying their MADE EASY ID card will not be permitted to attend classes under any circumstances.
- Students must not overwrite on the ID card, lend it to anyone, or produce a photocopy/duplicate in any form. Doing so will be considered a punishable offense.
- Loss/Damage of ID card: Reissuing the ID card is subject to the management's decision, based on the circumstances in which it was lost or damaged. If a duplicate ID card is approved, the student must submit a copy of the FIR along with a processing fee of Rs. 500/-

#### 5. Change of Batch/Centre/Course :

- The date, course, and venue are not subject to change. Therefore, students are advised to discuss all details with our counselors before admission and choose batches that suit their convenience.
- Transfer from regular to weekend batches, or vice versa, will not be entertained.
- Transfer from classroom courses to online courses, or vice versa, will not be entertained.
- College students and working professionals are advised to join courses that fit their schedules, as no requests for batch changes will be entertained later.

#### 6. 1 Year Flexi Course :

- This course offers flexibility to attend up to 5 subjects in the next session, either in offline or recorded classes, in case the student misses these subjects due to unavoidable circumstances.
- Prior notice to the center coordinator, along with valid proof of absenteeism, is mandatory

#### 7. Books & Reading References :

- Books will be issued at the respective study center upon presenting the ID card.
- It is the responsibility of the students to collect their books as per the announcements.
- Books will not be provided after the completion of the session.
- MADE EASY holds the copyright to all published books. These books are intended solely for the use of MADE EASY students and must not be sold, photocopied, or transferred to other individuals in any form under any circumstances. Doing so will be considered a punishable offense.

#### 8. Absenteeism :

- Students must attend classes and test series regularly in their assigned batches and timings as per the scheduled timetable.
- Students will be solely responsible for their absenteeism from classes and test series. In the event of absenteeism, permission to attend missed classes in other batches is subject to the discretion of management and availability of seats. The institute is not obligated to provide a backup for missed classes.
- No separate question papers will be issued to students who are absent during tests

#### 9. Syllabus Coverage :

- **Delhi Centre:** The GS syllabus for State Engineering Services will be conducted in live or recorded mode. Additional technical subjects of ESE may also be conducted in live or offline mode.
- **Other Centres:** The GATE syllabus will be delivered in offline mode, while additional technical subjects of ESE, GS syllabus of ESE and the GS syllabus of State Engineering Services will be conducted in live or recorded mode.

## 10. General Instructions :

- Students are advised to maintain strict discipline and sincerity within the premises. MADE EASY reserves the right to debar any student from the institute and take strict legal action if found guilty of misbehaving with MADE EASY faculty, staff, classmates, or engaging in illegal activities, fighting, blocking seats, disturbing class momentum, or damaging institute property.
- Batch venues and timings are subject to change based on the availability of faculty and classrooms.
- Class timings may be extended to ensure the syllabus is completed on time.
- Students are solely responsible for the safety of their vehicles, mobile phones, and other belongings. MADE EASY will not be liable for any damage or theft of personal property.
- Students should adhere to the seating arrangements set by the management.
- Students are requested to maintain a decent dress code while at the institute.
- The voice and video recording of faculty during teaching is strictly prohibited and may result in legal action.
- If there are changes to the syllabus during the course, the institute will make every effort to cover the revised syllabus through offline or online modes. However, it is not mandatory for the institute to do so.
- The management will make every effort to provide alternate options, such as live or recorded online classes, if offline classes are affected by unavoidable or emergency circumstances.
- Chewing pan, gutkha, smoking, consuming alcohol, or using any other drugs within the campus is strictly prohibited.
- MADE EASY has a pool of experienced faculty members. The same subject may be taught by different faculty members at different centers or in online mode, depending on availability.
- Students enrolled in any Test Series, Postal, Offline, or Online courses will be considered students of MADE EASY. MADE EASY reserves the right to publish the photographs, ranks, and results of enrolled students in ESE, GATE, PSUs, State-Level Engineering Examinations, or any other engineering competitive examinations for marketing and other purposes, both this year and in the future.
- MADE EASY reserves the right to make alterations to its programs, fees, faculty, or class venues without prior notice. However, all such changes will be communicated to students. The decisions of MADE EASY shall be final and binding.

## 11. Unavoidable Circumstances:

MADE EASY shall not be liable or responsible for the completion of classes and syllabus in the event of failure or delay in delivering the classes due to causes beyond our control, including but not limited to:

- Acts of God/natural disasters such as fires, explosions, earthquakes, floods, storms, infestations, epidemics, pandemics, etc.
- National or regional emergencies.
- War, invasion, terrorist threats, riots, or any other civil unrest.
- Orders, laws, or actions/policies by any governmental authorities.
- Strikes, shortages of transportation facilities, or any other industrial disturbances.

In such cases, refunds, replacements, course validity, course curriculum, and other policies may be revised by MADE EASY management in consideration of the situation, and such decisions will be final and binding on all.