

# TERMS AND CONDITIONS

The enrolled students must follow the below mentioned terms & conditions of NEXT IAS without any exceptions, failing which strict disciplinary & legal action will be taken including expulsion from the institute.

## 1. Fee Payment:

- Students need to pay the fee at the time of admission only as mentioned on the website. Two modes are available for payment of fee
- **Online payment:** Visit our website [www.nextias.com](http://www.nextias.com) & pay the fee through online payment mode.
- **Demand Draft:** Prepare the D.D. in favor of "NEXT IAS (A unit of Made Easy Learnings Pvt. Ltd)" payable at New Delhi.

**Note 1:** Fee payment through cheque is not acceptable.

**Note 2:** Students have to pay the fee installments within due dates as specified by the management, failing to which student will be not allowed to attend the classes.

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

In case if a student is not able to continue the classes due to some unavoidable reasons, NEXT IAS will provide two alternatives to such students:

- 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 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 the seat with another student within the first three months from the commencement of batch. The student who replaces the seat should not be present student of NEXT IAS and will not be offered any back-up classes or books. 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 coordinator in the admission office. 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.
- 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 & written application after the expiry of applicable period will not be processed or entertained.
- **Admission fee is non-refundable under any circumstances.**

## 3. ID Card:

- Each student will be issued an ID card after the payment of full fee. The entry of the student into classes/NEXT IAS premises will be allowed only with ID 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 NEXT 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 ID card, or provide ID card to anybody; also students are advised not to produce photocopy/duplicate of ID card in any form.
- 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 NEXT IAS. The re-issuing of the identity card will depend on the discretion of the management, considering the circumstances in which the ID card was lost. Management's decision regarding the re-issue will be final and abiding. If the management decides to re-issue the Duplicate ID Card, the student will have to submit a copy of FIR with an processing fee of Rs. 500/- and one recent passport size photograph.

## 4. Change of Batch / Centre:

- The batch or centre, 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 our counselors 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 later regarding the change of batch.

## 5. 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 back up of missed classes.
- In case of absence in the Test Series, no separate question papers will be issued to the students.

## 6. General Instructions:

- Students are advised to adhere to strict discipline & sincerity within the premises of NEXT IAS. If anyone is found contravening any rules like - misbehaving with NEXT IAS staff or classmates, fighting, blocking seats, damaging NEXT IAS property or any other illegal activity, NEXT IAS 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 weekdays and public holidays for weekend batches, class timings can be extended for regular batches in order to complete the syllabus on time.
- Students are solely responsible for the safety of their vehicles & other belongings.
- NEXTIAS reserves all the rights to make any alterations in its programs/fee/faculty/venue of classes without any prior notice to anybody. However, all such changes will be well-notified to the students. The decision of NEXT IAS 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 is not mandatory binding upon the institute.
- Candidate is requested to bring a copy of UPSC Admit Card/DAF of Main Examination to attend the session.
- A photograph for a candidate's identity is compulsory. The name and photograph/video of the candidate may be published in the list of successful students of NEXT IAS in current or successive year for its promotion and publicity.
- Materials provided by us have our copyright and is intended for the use of NEXT IAS student only.
- Student shall abide by the rules & regulations of the Institute. Any student found contravening any rules may be disallowed from the course without any refund of fees.
- The timings of the batch and name of faculties as mentioned in website/advertisements are tentative which may be changed under the condition of requirements for smooth functioning of classes so as to complete the syllabus on time. Institute reserves the right to change, replace or make any addition of any new faculty member during the course of academic session if felt necessary.

## 7. Online Students Please note:

- The online videos are proprietary content of NEXTIAS. 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 and also attract legal action and penalties.