

# SCL Education Services

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[www.synergy.net.pk](http://www.synergy.net.pk)

## Admission Form

Student ID: \_\_\_\_\_ Batch ID: \_\_\_\_\_

### APPLIED FOR TRAINING PROGRAM:

(Please fill in BLOCK letters)

Weekdays       Weekends       Morning       Evening

Paste your  
Photograph  
here

NAME: \_\_\_\_\_

(Please fill in BLOCK letters)

FATHER'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ C.N.I.C. NO: \_\_\_\_\_  
(Please attach a photocopy)

POSTAL ADDRESS: \_\_\_\_\_

TEL NO.: Res. \_\_\_\_\_ Cell \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_ Passing Year \_\_\_\_\_

Professional Course/s with passing year: \_\_\_\_\_

\_\_\_\_\_

Organization Name: \_\_\_\_\_ Tel. \_\_\_\_\_ Title \_\_\_\_\_

Is this training sponsored by your organization: \_\_\_\_\_ If yes, please mention contact person

Details (Name/Cell no./Email address) \_\_\_\_\_

\_\_\_\_\_

How did you know about us? Newspaper: Jang/Dawn/Express/Other \_\_\_\_\_

eMail/eMail Ads/Flyer

Social Media: Facebook/LinkedIn/Tweeter/Pintrest

Blog/Group name \_\_\_\_\_

Search: Google/Yahoo/Other \_\_\_\_\_

Seminar/Event/Other \_\_\_\_\_

### Terms & Conditions

1. Every student is expected to maintain 100% attendance during the scheduled session in order to get the benefit of the course and if the attendance is less than 75% the student will not be eligible for the 'Training Completion/Attendance Certificate'. No free re-take is possible.
2. Rights of admission are reserved.
3. Company reserves the right to change program start date/schedule without prior notice.
4. Admission fee, by crossed Cheque or Pay Order in favor of "Synergy Computers (Pvt.) Ltd.", will be paid at the time of admission, which will be absolutely non-refundable, non-transferable or non-adjustable.
5. Fee payment in CASH is not recommended. Only, Finance Staff is AUTHORIZED to receive CASH payments. Please get a signed 'Receipt' at the time of payment.
6. Admission Cancellation by the student:
  - I. 10 days prior notice before start of course/batch is to be submitted in writing. Fee shall be refunded after deduction of administrative and processing charges.
  - II. After start of course/batch, fee shall become **non-refundable**. Zero attendance is not the criteria to revoke the condition.
7. Candidate can be terminated from the course by management on any of the following reasons, but not limited to:
  - I. Continuous 5 day's absence without any prior information.
  - II. Misbehave, wrong attitude with staff, trainers/teachers and other students.
  - III. If training fee not paid within due date.
8. Any sort of certificate, award or committed benefit shall be issued only after successful completion of training, fulfilling the attendance criteria set above, passing the exams and clearance of all dues.

I, \_\_\_\_\_, hereby, solemnly declare that information provided herein by me is complete and correct to the best of my knowledge and that, I agree with above stipulated terms and conditions, and their compliance shall be a binding on me. I will also comply with the announcements made by the company in future.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

Required Documents: 1- Copy of CNIC

2- Passport Size Photographs Qty. 02

### For office Use only

**Application Receive Date:** \_\_\_\_\_

**Counseled By:** \_\_\_\_\_

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions/Remarks**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee Details (to be filled in by Accounts)		
<b>Full Dues</b>		
<b>Payment Mode</b>	<b>Receipt No.</b>	
<b>Cash</b>		
<b>Cheque (No.)</b>		
<b>Discount (if any)</b>		
<b>Net Amount</b>		
<b>Advance/Reg.</b>		
<b>No. of Installments:</b>		
<b>1<sup>st</sup> Installment</b>	<b>2<sup>nd</sup>/Final Installment</b>	<b>Final Installment</b>
<b>Receipt #</b>	<b>Receipt #</b>	<b>Receipt #</b>