



# ASIATIC CENTER OF GEMOLOGICAL SERVICES

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## Enrollment Form

Date: \_\_\_/\_\_\_/\_\_\_

Course Name: \_\_\_\_\_ From: \_\_\_\_\_ Through: \_\_\_\_\_

Full Legal Name \_\_\_\_\_

(First Name)

(Middle Name)

(Last Name)

Affix passport  
Size photograph

Father's/Husband's Name \_\_\_\_\_

Permanent Residential Address \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_ Pincode

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth (dd/mm/yy) \_\_\_\_\_ Nationality \_\_\_\_\_ Male  Female

Highest Educational Qualification Achieved:

Academic \_\_\_\_\_ Professional \_\_\_\_\_

\_\_\_\_\_

Signature of the Applicant

Terms and conditions overleaf (To read and sign)

We reserve the right to reschedule and/or cancel classes.

For office use only

Class No. \_\_\_\_\_

Payment Details: Cash  Cheque At Par  Demand Draft

Cheque / Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Drawn on \_\_\_\_\_

Amount Rs. \_\_\_\_\_ Rupees (in words) \_\_\_\_\_



### RECEIPT

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

Received with thanks a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

From Mr./Ms./Mrs./ \_\_\_\_\_ on account of the course \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ by Cash/Cheque/Demand Draft No. \_\_\_\_\_

drawn on \_\_\_\_\_ dated \_\_\_\_\_.

For ACGS

## Terms and Conditions

1. All columns in the enrollment form must be filled up by the applicant only and the candidate must put his/ her signature below the form on the marked place. Every applicant must also sign the acceptance of terms and conditions laid down hereunder.
2. Minimum Educational Qualification for any candidate to enroll for a course in ACGS is S.S.C. / (class 10) pass hence attach copy of the certificate as proof.
3. All courses are conducted in English language only. **Hence proficiency in English language is a must.**
4. **Course fee is not liable to any State/Central tax.**
5. An application received without full course fee will be considered only as expression of interest. Enrollment will be finalized only on receipt of full course fee.
6. It is compulsory **to have attended at least 80% of the class time** to appear in the prescribed examination at the end of the course.
7. Missed class content / practical work due to student's absence (for any reason) from an ongoing class will not be the responsibility of ACGS and **no repeat sessions** will be given to such students.

## Documents Required

1. **Proof of Education.**
2. **Proof of identity** (Valid Passport copy / Driving License/ Election Card). For students being sponsored by their employing company / organization additional requirements are a covering letter from the company and a copy of photo identity card duly issued by a competent authority.
3. **One passport size recent photograph** with name and signature of the applicant on the reverse.

## Payment

1. All payments must be made in **Indian Rupees.**
2. **No outstation cheques are accepted.** Cash / Demand Draft / Cheques at Par / are the acceptable modes of payment.
3. **The course fee, once received, will not be refunded / transferred** (except when the class is cancelled or rescheduled by ACGS).

## Declaration

I have gone through and understood the terms and conditions above and accept the same.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_



**Signature of the Applicant**