



MAA School of Hotel Management
An International Hotel School

TERMS AND CONDITIONS

Welcome to MAA School of Hotel Management!

Please read this Enrollment Agreement carefully. The Enrollment Agreement must be completed and received prior to finalizing your enrollment in our _____ Program.

Upon acceptance of your Enrollment Application by MSHM and your acceptance of all the Program terms and conditions you will be enrolled to begin your courses. You must also have your financing completed and finalized prior to commencing your courses.

1. You agree to enroll and participate in the following Program -----
2. You agree to pay the Registration Fee of \$ 45.00 and the professional fees \$50.00 total - \$95.00 along with Program tuition fees depend on the program selected by you, upon execution and acceptance of this Enrollment Agreement.

_____ Program Costs and Fees

Registration Fee	US \$45.00
MSHM Professional fees	US \$50.00
_____ Program Tuition	US \$ _____
Total Cost	US \$ _____

To review program financing options available, contact your Admissions Representative. Installment payment options are available for tuition fees.

3. The US\$ 45.00 Registration Fee and MSHM professional fees US\$50 is non-refundable after enrolling and executing this Enrollment Agreement.
4. Refunds of the Program tuition cost will be calculated according to the Program Cancellation and Tuition Refund Policy cited below.
5. You are strongly encouraged to review the MSHM Programs prior to starting your Program. The Information is available to you on the MSHM website at www.mshm.co.in This information includes the MSHM Mission Statement, Programs and curriculum, as well as policies & procedures, resource and reference information, faculty and much more.

Address: Annai Indira Nagar, Velachery, Chennai – 600042, India.

Phone: +919380554141 Email: maaschool@yahoo.com, website: www.mshm.co.in



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Note: You are strongly encouraged to read the information in its entirety and to direct any questions to your Admissions Representative or by emailing to _____

6. Enrollment Agreement Cancellation: You may cancel this Enrollment Agreement for any reason by sending an email to _____ within seventy-two (72) hours following the execution of this Enrollment Agreement. You will be refunded entire tuition fees paid by you against your withdrawal/cancellation if it is cancelled within 72 hours.

7. Time to Complete Program: All the Programs are self-paced Programs. Program curriculum consists of different modules. Your progress through the Program is dependent upon you. It shall remain your sole responsibility, the student, to complete your Program courses timely.

8. Placement: You agree and acknowledge that enrollment in your Program provides no guaranty of completion, certification of future employment, nor is any kind of expressed or implied warranty provided.

9. Your Enrollment will begin upon execution of your Enrollment Agreement and program payment. MSHM Student services will contain the information needed for you to begin your Program

10. Enrolled Program Completion: _____ program(s) is self-paced Program and you, the student, are solely responsible for completion of your course(s). If you are unable to complete your Program in twelve (12) months from your start date, you must receive MSHM's permission for an extension.

Failure to complete the program course(s) and/or final exam by the Expiration Date will require you, the student, to have an enrollment extension, which may require you to pay an additional fee in accordance with the MSHM's written extension policy. No final exams or certificates will be issued on an expired enrollment – i.e., your enrollment must be active at the time the final course exam is taken. Any request for a course extension must be submitted to _____ and any costs or fees that may be applicable to the extension, must be paid in full at the time the extension is processed.

11. Program Cancellation and Refund Policy

The MSHM understands that there are legitimate reasons why enrolled students may not be able to complete their Program. Accordingly, MSHM has a policy for equitable tuition adjustments or refunds in such cases.

Program Cancellation

Students must notify MSHM of their intent to cancel their Program via email to MAA Hotel School Authorities; Students who never started the MSHM Student Accounts are entitled to 90% of total tuition paid. Students who start their Program with MSHM Student Accounts have seventy-two (72) hours to cancel from the Program for 90% refund of tuition paid. The

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registration and professional fee is NOT included in the program tuition, and will not be refunded once the student has enrolled and signed the enrollment agreement.

When a student notifies MSHM of their intent to cancel, the following actions will occur:

- The student's access to the MSHM Student Accounts will be terminated
- Registration and professional fees will be not be refunded
- The calculated tuition refund will be refunded to student within thirty (30) working days of the notification of cancellation.

Please contact us or our admissions representative if you have questions regarding the Cancellation and/or Refund policy.

12. Miscellaneous

The MSHM reserves the right to suspend or discontinue any student for any program, if a student violates the terms of the MSHM Student Agreement.

18. A Certificate of Completion will only be issued upon satisfactory completion of the Courses and Program requirements and Program payment in full.

19. The MSHM is not currently accredited by a regional or national accrediting agency recognized by Government of India, Department of Education and it is purely a private school run by MAA Educational Trust..

ACKNOWLEDGEMENT

By signing below, you, the student, agree to be bound by this agreement and to pay the total stated Program costs & fees consistent with the financing plan to be agreed upon by the student. Upon satisfactory completion of all Program requirements and Program payment in full, MSHM will award the student a Certificate of Completion.

The student hereby certifies that:

I have read, understand and am committing to the terms and conditions of this Enrollment Agreement. I further acknowledge that this Enrollment Agreement constitutes my agreement to participate in the MSHM Programs.

PAYMENT PLAN:

This Enrollment Agreement replaces any verbal or other communication that may have been made contrary to what is contained in this Enrollment Agreement. An exception to the final Enrollment Agreement would be any applicable executed financing plan and promissory note(s).

This Enrollment Agreement may not be amended except by a written agreement signed by both of the parties to the original Enrollment Agreement.

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I further certify that I am:

At least eighteen (18) years of age and of legal age to execute this Enrollment Agreement.

OR

Not eighteen (18) years of age, but have obtained parental consent as reflected in the execution of this agreement by his/her parent or legal guardian signature below.

The address shown below is my physical address of residence.

Address:

Contact Number:

Email Id:

Name and Signature of the student

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