

# INDIAN INSTITUTE OF FREIGHT FORWARDERS

## TERMS & CONDITIONS (DLP-DLSF)

**Please read the instructions CAREFULLY before signing the document**

- 1) Admission will be granted based on Management's decision which will be final for admission at the institute for the Distance Learning Course.
- 2) The decision of the institute regarding admission of a candidate for the course will be communicated to him/her well in time, before the commencement of the course.
- 3) The mode of conducting the course will be decided by the institute. In all matters, like course contents, medium of instruction and fees, conducting internal and final exams etc. the decision of the Institute shall be final.
- 4) Once the application form has been accepted by the Institute, no claim for refund of fee will be entertained nor can this fee be adjusted or held in reserve for the next batch / course / year. If however, the application is not accepted for any reason, the fees paid by him / her less bank charges and other admin expenses, will be refunded. Students should not solicit the institute for fee concession or waiver.
- 5) 100% Advance fees shall be collected from the candidate before commencement of the course.
- 6) Fee is refundable or transferable only in the below mentioned circumstances:-
  - A. In case a candidate's application is rejected.
  - B. In case the course is cancelled by the institute.
- 7) The Institute reserves the right to expel any student for indiscipline and indecent behaviour. Mere payment of course fee does not entitle a student for admission or continuation with the course.
- 8) Institute will ensure to complete the course within the announced schedule. However, if the course needs to be extended for any valid reason, student must complete the course by attending the lectures for such extended period.
- 9) Students are expected to use decent language in all their communication with the institute. Any uncivilised or discourteous language will be considered prejudicial to discipline.
- 10) Any change of address and other contact details should be intimated to the institute to avoid any loss of despatches and communication.
- 11) The institute engages the services of experienced and knowledgeable faculty to ensure success for all students, but holds no responsibility.
- 12) The medium of instruction will be normally ENGLISH.
- 13) All your communication should be addressed to:

The Director, Indian Institute of Freight Forwarders, Office No.311, 3rd Floor, Mahinder Chambers, Opp. Dukes Factory, W.T. Patil Marg, Chembur, Mumbai-400 0071. Tel: 67107495/96 E-mail; mgmt@iiff.in Website: [www.iiff.in](http://www.iiff.in)
- 14) The Institute reserves right to change the Rules and Regulations without prior notice.

- 15) Disputes, if any, are subject to Mumbai's Jurisdiction only.
- 16) The course material provided is strictly to be used by our bonafide students only. If any of our students found misusing the same, his / her studentship will be terminated forth with and full fees will be forfeited. The decision of the management in this regard will be final.
- 17) The assignments and case studies will have to be submitted regularly as per the guidance received from the institute as the same constitute part of examination and award of marks.
- 18) The pattern of examination will be theory / assignments and the case studies. 40 marks are allotted for continuous internal assignments and 60 marks are allotted for written assessments. The course is conducted in 16 modules. The course wise passing marks are 50% and module wise are 50%. Also, for the Internal assessments, minimum passing would be 50% paperwise.
- 19) There will be 2 internal assignments of 20 marks each for each of the 16 modules. Hence the Candidate will have to appear and pass totally 32 internal assignments.
- 20) A candidate must appear both the Internal Assignments in each module in order to be eligible to appear the final written assessments. The candidate must obtain minimum 50% marks in total of both the Internal assignments. Hence, even if 50% marks are not obtained in the first internal assignment, the candidate can still appear the second internal and try to cover up to achieve 50% marks in total for both the internal assignments.
- 20) If a candidate does not clear the Internal assignments of any module, he/she will have to re-appear the same within the time-frame which will be informed by the Institute. The Fees for re-appearing the Internal Assignments would be Rs. 3,500 per internal assignment. Only one chance will be provided for re-appearing the Internal Assignments and if the student fails to , he/she will not be eligible to appear the final 60 marks assessment for **that** subject.
- 21) If the Candidate has passed all 32 internal but could not pass the final assessment of 60 marks in any paper, they will have to appear for the re-examination for that paper; the fees for which would be Rs. 3,500 per paper. Such student will be given only one change to re-appear for the final exam paper.
- 23) The Institute does not commit any placement guarantee.
- 24) The institute has the right to revise the fees as per their discretion.

**I HEREBY ACCEPT & ASSURE TO ABIDE BY THE TERMS AND CONDITIONS AND SEEK ADMISSION FOR THE COURSE WITHOUT ANY RESERVATIONS.**

DATE:

Signature of the Candidate:

Name of the Candidate:

# Undertaking from the Candidate

To

The Director,  
Indian Institute of Freight Forwarders,  
Office No.311, 3rd Floor, Mahinder Chambers,  
Opp. Dukes Factory, W.T. Patil Marg, Chembur,  
Mumbai-400 0071.

Dear Sir / Madam,

I Mr/Ms.....

hereby confirm that,

- 1) I am aware that I have to timely submit and pass the internal assignments as per the instructions and guidelines of the Institute, failing to which I shall not be eligible to appear for the final exam.
- 2) I shall pay Swiss Francs 150 (CHF 150) + applicable Service tax for the FIATA – Diploma after successfully completing the course. I am aware that this is MANDATORY

Thanking You,

Date :.....

Signature :.....