

Educational Academy
Leading Institute for ESE/GATE/PSUs

INSTRUCTIONS TO THE STUDENTS

1. The candidates must submit the filled in form for admission.
2. The students can reserve the seat in a particular batch by taking online admission from our aceenggacademy website or by paying the full fee either in cash/DD/Challan/Card(swiping charges applicable) along with the application form. The admission can be taken either in person or by sending the DD/Challan along with application form.
3. The students who are coming in person to take admission are advised to come with DD and filled in application form if possible, to avoid long queues and save time at the time of admission.
4. The student would be liable for necessary action as deemed fit by the ACE Educational Academy for any wrong information filled in the application form.
5. Mere submission of the application would not ensure his / her admission. Candidate would be required to provide his/her educational certificates (Photostat copies) viz. **SSC certificate for the proof of age (Compulsory)** and Proof of ID.
6. Please don't approach the mediators, agents for admission, they may cheat you. The fee must be paid at the designated cash counter in ACE office.
7. Postal Address: Completed application form along with DD and other documents may be posted / couriered to the following address:

Note: DD should be in favour of "ACE Educational Academy" payable at Hyderabad.

ACE Educational Academy

H.O.: # 4-1-1236/1/A, Sree Sindhi Guru Sangat Sabha Association, King Koti, Abids, Hyderabad – 500001, Telangana, India. PIN:500001; Ph: 040-23234419/20/21

Note :

1. There is no special batch for employees. They have to join either college goers batch or week-end batch.
2. Employees / college goers, if required have to attend additional hours on some working days depending upon the coverage of syllabus.
3. Regarding Day batches, Timings are subjected to variation, purely depends on Faculty Availability
4. The Academy will try its best to do justice to the students. Students have to co-operate with institute, in case of classes rescheduling because of faculty ill health and flight cancellation. The Faculty will be from the central pool of ACE Group of Institutions.
5. Some subjects of different batches may be combined, depending on the necessity and convenience of faculty.
6. No Separate batches for Production Engineering Students. They will be combined with Mechanical Students Only.
7. All disputes are subject to jurisdiction at Hyderabad only.

Rules and Regulations :

1. Every student is expected to maintain discipline inside and outside the classroom. In case of violation of any of the rules & regulations or discipline the institute reserves the right to cancel the admission without any refund of fee.
2. All students are required to bring identity card daily to the class & the card shall be presented for verification whenever it is demanded.
3. If any student misuses the ID card/Fee receipt, the admission will be cancelled and serious action will be taken.
4. Study material will be given on ACE study material card along with identity card only.
5. In all matters, the decision of the administrative authority of the Academy shall be final.
6. If ID Card is missed, student has to provide FIR copy along with Passport size Photograph and should pay Rs : 1000/- "
7. Student must collect study material with in the batch duration date, afterwards material won't be issued.
8. Refund Policy - Refund will be provided with in two days from the start of the batch or Date of Joining. Admission fee and Service Tax (GST) will be deducted and if any study material is provided it is chargeable. For SHORT TERM BATCHES REFUND is not Applicable

I _____ hereby certify, that the particulars furnished above are true to the best of my knowledge and I abide by the rules & regulations stipulated above by the ACE Educational Academy. I also further state that ACE Educational Academy has all the right to claim my result in future.

I understand that the fee once paid is not refundable or adjustable under any circumstances in future.

Date & Sign. of Authorised person of ACE

Sign. of Parent / Guardian

Signature of the Student