

Rule & Regulation

FOREIGN STUDENTS SERVICES reserves the right of admission

Registration

After registering with FOREIGN STUDENTS SERVICES the student are bound to abide by all of the rules and regulations issued/prescribed by the institution from time to time with regards to academic, administration, general and fees etc. Fee once paid is neither refundable nor transferable to any other student in any circumstances. Students can register with multiple disciplines/courses at a time subject to prior approval of the administration.

The institution reserves the right to amend the admission/academic procedures, syllabus, courses/disciplines, rules and regulations and fee structure without any prior notice. The student, his/her all family members, friends and other concerned personnel shall accept the decision of Director / Principal of FOREIGN STUDENTS SERVICES Group of Colleges as final and will not challenge in any court of law.

Cancellation, Reschedule & Refund Policy

Upon registration, you will receive home study files/material and login ID to visit the official website of the institution. You will be provided the assignments, course notes, relevant books and other study material information by hand, post or online. You may reschedule to any future course or combination of alternate course(s) at nominal administrative cost. No refund is available after registration in full time/part time or distance learning programs. However, you may credit your investment to any future course or alternate course(s).

Attendance

Students must attend classes regularly If absent for 6 consecutive days, any student can be expelled from the College. In case of expulsion, the student has to apply for re-admission

Within 15 days time. If the student does not apply for re-admission, he/she will have to forego the right of re-admission. Once granted re-admission and the students is expelled from the college, the student will have 15 days to apply for re-admission for the second time, after which she will never be granted re-admission in any case. In order to pass any subject, student has to have at least 80% attendance in classes; otherwise, the student will be considered failed. The Principal can give concession of another 10% attendance if the student has been absent because of sickness or some other critical reason. Even in case of absence or leave, the student has to complete his session work.

If the students fails to appear in the exam for any reason, s/he will be considered failed. Any student whose attendance is short of 80% can sit in the supplementary examination after completing his attendance according to the predefined regulations of the College. All boards of Technical Education in Pakistan are attached on annual basis according to the reviewed DAE laws. Such laws will be observed.

Leave

Any student who remains absent from classes because of sickness or any other critical reason should get the approval of his/her leaves.

The tutor can approve leave of up to three days. Leave for more than three and seven or less days can be approved by the concerned departments if recommended by the tutor. Leave of any more than seven days can be approved the Principal only.

Policies & FAQs

If the leave is approved, the student will be required to complete his Class / Home / Lab work. In case of absence, a student can be fined 50 rupee fine. Absence of one period is considered equivalent to absence of a day.

On absence from a test, the tutor can fine any higher amount.

Fee & Other Dues

Payment Rules

During the academic session, the students will be needed to pay fees as per the college rules and regulations. The due date of fees will be announced on the college notice board. If not paid within the due date, the

student will have to pay fine as well, the rate of which will be decided by the principal. If the student fails to pay the dues within 20 days after the due date, name of the student will be struck off.

Lab Rules

In order ensure students' own safety and of others, student should behave properly and carefully in the labs. Deliberately / Un deliberately damaging any labs' equipment is strictly prohibited and may even result in student's expulsion from the institution; besides paying fine and other costs including the cost of that equipment.