

Student Rule Book – outlines rules & regulations of engagement at C4E

Objective:

To provide clarity to students w r t their roles, the terms, & regulations throughout the engagement with C4E learning program

1 Definitions:

- 1.1 **Academic period** – C4E academic period represents the period commencing from the start date of a program to the end course certification of the program.
- 1.2 **Accelerated Mode** – A facility extended to a student for completing his/her course /program faster than the normal mode. A student may enrol for a program to do a 32 hours contact session in a month rather than 16 hours in a FAST TRACK i.e. completing 2 cycles per month of contact program.
- 1.3 **Advanced Standing Admission** – direct admission to a latter part of a program which will lead to a potentially higher certification on the basis of satisfying certain eligibility criteria.
- 1.4 **Batch** – it is a group of students registered for a specific course than runs according to a specified schedule. Each batch has a batch code, specific commencement date and distinct course milestones.
- 1.5 **Casual Admission** – admission to a course if is based on performance in the appropriate qualifying examination and the student is not seeking a certificate.
- 1.6 **Certification** – a statement of successful completion of a program.
- 1.7 **Certificate of Attendance** – given to students who complete instructional electives of a program.
- 1.8 **Coaching group** – a facility available to students in the region where students are provided with self paced coaching sessions among peer group.
- 1.9 **Compulsory Major** – modules that every student has to necessarily complete depending on the course/program.
- 1.10 **Course** – The smallest unit for which admission is permitted and consists of compulsory majors and optional elective minors, each with a specified duration.
- 1.11 **Certificate of Practice Hours** – these are given to students for number of hours spend on experiential majors/minors, as part of the asynchronous learning event
- 1.12 **Current Program** – programs offered in the current academic period.
- 1.13 **Current Student of C4E** – a student who is enrolled or pursuing a course and is awaiting end course certification and is within the 'Statute of Limitation'.
- 1.14 **Deferred Payment Plan** – a facility, extended to a student whereby they can make a part of the payment, for the course/program admitted to, in a monthly instalments.
- 1.15 **Dropout** – A student who is a fee defaulter OR a student who absents himself/herself for 16 hours consecutive calendar days without taking prior written permission from the course director.
- 1.16 **Ex-student of C4E** – A student who has completed the course/program registered for and has the Transcript(s) / Certificate for the course / program completed.
- 1.17 **Fee Defaulter** – A student who has not paid his / her instalments by the 10th of the month in which was due.
- 1.18 **Instalment** – the monthly fee payment made by a student towards a course / program admitted to, as per his/her deferred payment plan.
- 1.19 **Invoice** – statement which defines the quantum and schedule of payment to be made by a candidate registering for a specific course / program at C4E.
- 1.20 **Module** – a topic or a subject area within a course, usually covered by consecutive training cycle.
- 1.21 **Normal Mode** – a delivery mode of 1 training cycle of 16 hours per month with opportunities for 4 coaching group sessions.

- 1.22 **Overall Reassessment Examination** – This is an examination that comprehensively covers all topics covered in a particular course/phase and is usually taken by students who have not passed a course/phase successfully or who wish to improve the scores secured in a course/phase of the program.
- 1.23 **Partial Completion** – a student / participant who per their own volition has not completed the course per plan or has dropped out owing to their own disposition or reasons beyond ones control.
- 1.24 **Payment Acknowledgement Slip** – used while making any payment to C4E, other than the payment made at the time of admission.
- 1.25 **Phase** – 3 phases are on offer. Phase 1 – 64 hours, Phase 2 – 64 hours and Phase 3 – 72 hours.
- 1.26 **Program** – A set of one or more courses for which a student take admission, in order to obtain a certificate as part of preparation for credentialing with the ICF(R).
- 1.27 **Regular Admission** – admission to a complete course/program.
- 1.28 **Re-instatement** – the discretionary power with the course director to allow a student to continue the course after being struck off the rolls and being categorized as a dropout.
- 1.29 **Repeat Admission** – admission to a course/program successfully completed earlier at C4E, with the purpose of repeating the same.
- 1.30 **Self Paced Practice** – every student can exercise the option to practice extra coaching exercise in order to enhance practical experience through flexible & unstructured group coaching time.
- 1.31 **Statute of Limit or SOL** – a period for which a student’s admission is valid. On the expiry of the SOL period, a student is not entitled to any further service from C4E except alumni and repeat admission facilities.
- 1.32 **Training Cycle** – a sequence of 16 hours of student contact learning.
- 1.33 **Transfer** – facility extended to a student to shift from one batch to another, subject to approval from the course director and other administrative formalities.
- 1.34 **Transfer of Credits** – facility extended to a student to shift Coach4Excellence to alternate ICF® Approved / Accredited Training Service Provider.
- 1.35 **Transcript** – the statement of marks given to a student who successfully completes a course in coaching career curriculum.
- 1.36 **Tuition Fee** – Fee payable by the student towards enrolment for a specific course/program at C4E.
- 1.37 **Upgrade Admission** – it is admission to a program higher than what the student is currently pursuing, or has completed, and for which the statute of limitation has not expired.
- 1.38 **Visiting Faculty Lectures** – A part of the instructional electives, enabling students to be exposed to experience and expertise of senior professionals and experts on any specific subject.

2.0 Admission

- 2.1 For seeking admission to C4E, a candidate has to apply on the prescribed application form.
- 2.2 Admission to C4E program is based on eligibility as defined for time to time. However, eligibility is no guarantee for admission.
- 2.3 A candidate's admission to a program is valid only on payment of an admission fee of Rs. 8500/- + applicable service taxes and applicable tuition fee + applicable service taxes and on assignment of a registration number and a specific batch code.
- 2.4 A candidate's admission to a program is not transferable to any other individual.
- 2.5 An admission to a specific program cannot be converted into an admission to any other program except through an upgrade admission.
- 2.6 Programs offered earlier but not being offered currently, have an equivalent program in the current academic year. Students who could not complete their program earlier and wish to continue their program Or students who have completed their program earlier and wish to do higher level programs can do so through specified program equivalences.
- 2.7 A candidate who qualifies for a particular program as per the entry criterion or criterion for upgradation, but desires admission for a higher program may be allowed provisional admission status for the higher program, on payment of the applicable tuition fee and submission of a declaration. Such admissions are automatically confirmed when the candidate meets the prescribed eligibility criteria through certain specific tests scheduled during the program.

3.0 Identity Card

- 3.1 Each student is issued an identity card, after admission
- 3.2 An identity card is valid only if it contains the student's name, batch code, registration number, Statute of limit, expiry date along with a recent photograph duly stamped / endorsed by the course director / administrative director
- 3.3 An identity card is valid only at the learning centre where it is issued.
- 3.4 The student is required to renew e identity card after every course/program.
- 3.5 In case of loss of identify card, a duplicate identity card can be issued on a written request subject to the approval of the course director, and a payment of Rs. 100/-.

4.0 Methodology, Schedules & Attendances

- 4.1 A program consists of set of one or more courses leading to a certificate.
- 4.2 A course is the smallest unit (Phase) of which admission is allowed and consists of compulsory majors and optional electives (Phase 3), each with a specified duration of contact learning hours.
- 4.3 The medium for instruction for all courses is English only.
- 4.4 Compulsory majors are delivered as modules that consists of one or more training cycles. Every training cycle consists of classroom sessions, practice sessions – synchronous and asynchronous, assignments, & quizzes.
- 4.5 Home assignments – reading and exercises – form an integral part of the learning process. The completion of the home assignment is a pre-requisite for effective learning in the next classroom/reflection sessions. In case a student does not follow this regimen strictly, he/she will not be able to get the best out of the program and may be required to take a transfer to another batch to repeat the whole or a part of the program.
- 4.6 Students have the option of completing their program in normal mode or fast track (accelerated mode) as stated under subject to fulfilling the eligibility criteria for each:
 - a. Normal Mode – a delivery mode of one training cycle per month
 - b. Accelerated Mode - Fast Track – a delivery mode for a course faster than normal mode, usually of two training cycles per month – ie. 16 hours * 2 = 32 hours.
- 4.7 Each course is conducted according to pre-defined course milestones which are communicated to the students in the first session. These milestones define the date, time and venue of all major activities during the course. Normally the course will proceed as per the given milestones. But under exceptional circumstances the milestones may have to be altered. In such a case the students will be communicated through an email or students' notice board at C4E admission centre.
- 4.8 Each student will receive a kit, with appropriate courseware along with a writing pad, at the beginning of the every course/program.
- 4.9 Each batch will be assigned a course coordinator, who is responsible for the learning process of each student. The course co-ordinator will help to solve all administrative problems of the student. However, if a problem remains unresolved, the student is advised to contact the course director.
- 4.10 Each student has to necessarily attend the practicum sessions – both synchronous and asynchronous. For this purpose, the students are grouped in triads or quadruples. The groups are expected to finish a set of practice sessions or projects.
- 4.11 Intra course seminars are conducted periodically during the training cycle. Each member of the group is expected to present at least once in a course.
- 4.12 Elective minors are specific learning units that help the student in increasing their grasp on a specific subject and develop their own specialization or niche. These courses are optional and synchronous in nature. The student is free to choose any of the minor(s) from a prescribed list. These courses may be offered through Webinars or Telephonic dial in using bridge lines.

In addition every student is provided with the facility of self paced learning through asynchronous sessions.

- 4.13 Every student is expected is expected to complete a course along with the batch admitted to or allocated to him/her.
- 4.14 The student is expected to maintain 100% attendance for all sessions with the batch admitted to, in order to get the full benefit of the course/program. However, the student should discuss the implications of any absence that cannot be avoided, with the coordinator and work out a plan of corrective action well in advance.

- 4.15 Irregularity in attendance may result in poor performance and a possible elimination of the student from a batch. Student missing 1.5 learning cycles consecutively will be considered as having dropped out. For re-joining, the student will need to seek re-admission to an alternate available batch by paying the necessary the re-admission fee of Rs. 5,000/- + 12.36% service taxes.
- 4.16 C4E reserves the right to make any updations to the programs through changes in methodology and content.
- 4.17 Any change in any of the specifications would be communicated through the students notice board at the admission centre or through email to the student.
- 4.18 The student is required to appraise themselves of these announcements made from time to time.
- 4.19 Any updation made in the course/program is binding on all current and future student of C4E.

5.0 Course Material

- 5.1 Every student is issued one set of course material during the program
- 5.2 In order to meet the requirements of the research based parts of program, the student is encouraged to refer to other text books and journals at C4E or other libraries.
- 5.3 Students wishing to procure an additional copy of the courseware may do so by paying Rs. 750/- per courseware or Rs. 10,000/- for an entire course/program kit, subject to availability.

6.0 Examinations, Project, Seminars Presentations.

- 6.1 During the course/program, every student is evaluated through module tests, project/seminars presentations, practical tests, in-course and end course examinations which form part of the students final evaluation. In addition the student is expected to complete a number of quizzes and home assignments.
- 6.2 At the end of certain specific modules, the student is required to appear for a module test.
- 6.3 At the end of the each project/seminar in the course/program, each group of students will make formal presentation on the project/seminar to the rest of the class, termed as Project/seminar sessions. These presentations, while forming a part of the final evaluation, also help the student to share their experience with other students of the batch.
- 6.4 At the end of the each course/program, the student is required to appear for a final examination, conducted offline.
- 6.5 The tests/presentations/examinations are administered as per the schedule & sequence specified for the concerned batch. The student is allowed only one attempt for each of the schedule tests/presentations/examinations.
- 6.6 A student is said to have successfully passed a course/semester if he /she secures $\geq 60\%$ in the aggregate and $\geq 60\%$ in the final examination of that course/program.
- 6.7 A student who does not successfully pass a course/program has to appear for an Overall Re-Assessment Examination, which will be conducted on certain dates specified by C4E by paying a specified fee and applying on a specified form at least 15 days before the scheduled date of the examination.
- 6.8 Any student desirous of improving his/her course/program aggregate, despite having successfully passed the same, is eligible to appear for an Overall Re-Assessment Examination provided an application for the same in the prescribed form is made within 7 days of the announcement of the results of the previous final examination or overall re-assessment examination.
- 6.9 The latest score in an exam or overall re-assessment exam will be considered for a transcript and /or certificate.
- 6.10 Students can avail of the re-evaluation facility which permits re-correction of their course test/exam answer script of module tests / in course or end of the course examination. The re-evaluated marks will be considered for transcription/certification.

7.0 Transcription & Certification

- 7.1 A student's overall performance in a course/program is based on the weighted aggregate of his/her score in each of the scheduled tests/presentations. The weighted structure will be defined from time to time.
- 7.2 A student is awarded a transcript upon successfully completing the course/program. However, students admitted to 'Repeat Admission' category are not eligible for transcripts.
- 7.3 In case a student passes/improves the performance through an overall re-assessment exam, the transcript will reflect his/her marks scored through the same with appropriate comments.
- 7.4 The student's overall performance score in a program is arrived at as an aggregate of his/her overall performance in each course.
- 7.5 A student, who has been awarded transcripts for all the courses in a specific program registered for, is eligible for award of a certificate for that program. However, any student admitted under the 'Casual' or 'Repeat' admission category is not eligible for a certificate.
- 7.6 The student would not be awarded the transcript, certificate in case of any outstanding dues from the student.
- 7.7 The grades awarded are as below:

Mark Ranges%	Grade	Description
60-69.9	C	Satisfactory
70 – 74.9	B	Average
75 – 79.9	B+	Fair
80 – 84.9	A	Good
85 – 89.9	A+	Very Good
≥ 90	E	Excellent

- 7.8 Students will be issued certificates for the elective minor they complete. On completion of an instructional elective minor, a certificate of attendance will be given and on completion of an experiential minor a certificate of practice hours will be given for the number of hours spent.
- 7.9 In case of loss of transcript or a certificate a duplicate can be issued on written request, subject to the approval of the course director, and on payment of Rs.500/-.

8.0 Library

- 8.1 Each C4E admission centre has a library and the student can avail of this facility
- 8.2 Membership to library will be made available to students of all curricula free of cost.
- 8.3 For becoming a member, a student is required to pay a refundable caution deposit of Rs.5000/-. The membership to the library is not transferable.
- 8.4 The student is required to abide by rules of the library which are available with the librarian.
- 8.5 In case a student wants to transfer to another centre then they should surrender their library membership, borrowed library books, & cards. Thus, only after clearing the library account the students transfer application will be processed.
- 8.6 All students who are members of the library can borrow only one book at a time for a maximum of 15 days (inclusive of holidays). After this period, if a student has not returned a book that was borrowed, they will be levied a fine as stated below:

Time Period	Fine Amount
Day (01-07) after due date	Rs. 10/- flat
Day (08-15) after due date	Rs.20/- flat
Day (16-23) after due date	Rs. 50/- flat
Day (24-30) after due date	Rs. 100/- flat
Day (> 30) after due date	Caution Deposit impounded

If the cost of the book is more than the caution deposit amount, then the student will be required to pay the balance amount failing which, the student's transcript/certificate may be withheld till payment is received.

In case of loss of library card, a duplicate library card can be issued on written request, subject to the approval of the course director, and on payment of Rs. 100/-. However, students are advised to be careful about their library card as they will be held responsible for any book(s) issued against a lost library card.

9.0 Fee & Other Details

- 9.1 Any candidate registering for a course at C4E has to pay the following fees:
- Application fee of Rs. 500/-*
 - Admission fee of Rs. 8500/-*
 - Applicable Tuition Fee + applicable service taxes
 - Applicable Technology Fee + applicable service taxes
- 9.2 A special concessional fee structure is available for ex-students/alumnus of C4E and upgrading students. An ex-student, for this purpose, is defined as any person
- Who has completed a full program conducted at C4E centre
 - Who has a certificate/transcript to prove the same
- 9.3 For certain programs, students have the facility of paying their fee in monthly instalments through a deferred payment facility.
Students availing of deferred payment facility will make a certain down payment of the fee at the time of admission or upgradation followed by monthly instalments as stated in the invoice.
- 9.4 The first instalment is due from the student on the 1st day of the month following the month of commencement of the batch.
As an exception to the above, for students whose batches commence on or after the 21st of a month, the 1st instalment is due from the student on the 1st day of the 2nd month following the month of batch commencement.
- 9.5 For upgrading students, the 1st instalment will be due on the 1st day of the month following the scheduled month of the last instalment, if any, for the current program.
As an exception to the above, students who upgrade on or after the 21st of a month and who do not have any pending instalments due for the current program, the 1st instalment is due on the 1st day of the 2nd month following the month of upgradation.
Subsequent instalments are due on the 1st day of each subsequent month, irrespective of whether a student continues with the program or not.
- 9.6 A grace period is granted up to the 10th day (previous working day in case of 10th being a bank holiday) of the month to pay the instalment due. No late fee is charged during the grace period. Students who fail to pay their instalments by the 10th of the month will be charge a late fee of Rs. 500/-* upto and inclusive of the 15th of the month (previous working day if the 15th is a bank holiday).
- 9.7 The name of the student is automatically struck off the rolls (the student is termed Drop-Out) and the student will not be permitted to attend the classes, if the student fails to pay the instalment due, by the 15th of the month (previous working day if the 15th is a bank holiday). However, students whose names have been struck off the rolls on the 16th of the month for default of instalment payment may seek Re-instatement.
For Re-instatement a student has to make a written application to the course director explaining the reasons for defaulting on fee payment. The course director, if satisfied with the explanation, may sanction Re-instatement. In such a case, Re-instatement fee of Rs. 1500/- *and a late fee of Rs. 500/- *will payable in addition to the instalment(s) due. Further the student would be required to pay additional transfer fee of Rs. 5,000/- * as transfer fee if the batch allotted is different from the batch that the student was previously attending.
- 9.8 Any student availing of the deferred payment facility can discontinue the instalment mode of payment, by paying a onetime amount which will result in a considerable saving to the student. The details are available with the admissions director.

10.0 Payment Mode

10.1 All fees are payable by cash or local or on par cheques or demand drafts.

10.2 Candidates who are desirous of paying the tuition fee in instalments are recommended to pay the balance instalments by issuing post dated cheques at the time of making the down payment.

10.3 C4E reserves the right to make any change in the fee structure from time to time. These charges shall be binding on all current and new students.

11.0 Transfers

- 11.1 A student is expected to complete the course/program along with the batch admitted to. A transfer from one batch, with the same learning centre or across centres is not desirable as it affects the learning effectiveness and performance of the student. However, in exceptional cases the facility of transfer may be permitted at the discretion of the course director on a written request made by the student in the prescribed format and on payment of a transfer fee of Rs. 5000/- + applicable taxes.
- 11.2 Having obtained prior permission, the student can then continue the same course/program with another batch at any of the C4E learning centre by applying for the same. However, a transfer into a specific batch is subject to availability of seats and also equivalence between the original and the new course/program. Further, the end date of the batch being transferred into should fall with the expiry of the student's Statute of Limitation.
- 11.3 The student is required to provide the following at the time of transferring into the new batch.
- Proof of original admission in the form of fee receipts, invoice and identity card
 - Proof of the transfer request having been duly permitted in form of transfer advice issued by the course/administrative director
- 11.4 Any student who is absent for 24 consecutive learning contact hours without prior written permission from the course / administrative director will be deemed to have Dropped out of the batch. Such a student wishing to be re-instated into the course/program will have to seek special permission to continue with another batch, such permission being granted solely at the discretion of the course / administrative director. The course /administrative director may permit re-instatement if satisfied with the reasons of absence. The student will then have to pay a re-instatement fee of Rs. 1500/- and a transfer fee of Rs. 5000/- + applicable service taxes @ 12.36%. Transfer fee applies, only when the batch allotted on re-instatement is different from the last batch attended.
- 11.5 The course director will decide the appropriate module/cycle at which the student will join after transfer/re-instatement.
- 11.6 Any student transferring into a course/program will not be entitled to receive any course material that has already been issued to the student earlier with the original batch despite the fact that the new batch may be using a different edition of the courseware. The student may procure the new edition of the courseware on payment of the prevailing charges.

11.0.1 Transfer of Credits - Inwards

- 11.0.2 Coach4Excellence accepts students who have availed training from other ICF® approved / accredited and non-approved / accredited training programs.
- 11.0.3 Such participants from ICF® approved / accredited programs may have to prove their learning by undertaking C4E Coach Concept Knowledge assessment and skill assessment to be awarded an admission into a higher course.
- 11.0.4 Non ICF® program participants will have to provide a detailed transcript for course alignment, and undertake entrance assessment to be awarded credits and admission into Coach4Excellence ICF® Accredited Program.

11.0.5 Transfer of Credits – Outwards

- 11.0.6 Coach4Excellence recognizes that participants out of their own volition may want to transfer out.
- 11.0.7 In such an instance the participant must inform the institute of their disposition by way of writing.
- 11.0.8 Coach4Excellence will retain the fee to the extent of service provided and excess will be refunded to the outgoing participant
- 11.0.9 A Bonofede' certificate of program attendance will be issued including the course attendance and modules covered, performance assessment if any to the outgoing participant to help in transfer of credits to the new institute without any prejudice.

2.0 Expiry of admissions & statute of limitation

- 2.1 Admission of a candidate to a specific program remains valid only up to the normal expiry of the admission, cancellation of admission or expiry of the Statute of Limitation, whichever is earlier.
- 2.2 In the case of a casual admission, the normal expiry of admission occurs when the student receives all the transcripts for the program admitted to.
- 2.3 For students who have taken admission under the categories of
- Regular Admission or
 - Upgrade Admission or
 - Advanced Standing Admission

The normal expiry of admission occurs when the student receives the certificate for the program admitted to.

- 2.4 The Statute of Limitation (SOL) is the period for which a student's admission is valid. The table below gives the SOL expiry periods for different program durations.

Total Program Duration in Normal Mode	State of Limitation Expiry Date
0 to \leq 4 months	End of the academic term + 2 months
Upto 8 months	End of the academic term + 4 months
Upto 13 months	End of the academic term + 6 months

Academic term is the period representing the program start date to program end date. The applicable academic term is the period in which the student has registered for the 1st time to a course/program.

- 2.5 The student must complete all classroom and practice sessions, module tests, seminars/presentations, examinations during the Statute of Limitation.
- 2.6 On expiry of the Statute of Limitation, the student will be eligible Only of Repeat Admission and Alumni Services from the institute.

3.0 Cancellation of admission

- 3.1 For a student who has opted to pay the tuition fee in instalments, as per the schedule stated in the invoice, non payment of any instalments by the last date for payment (see 9.4, 9.5, 9.6, 9.7) would lead to the student's admission being cancelled.
- 3.2 A student is expected to maintain proper discipline and decorum within the learning premises of the institute. Non adherence to the norms can lead to a student being barred from attending any course at any of the learning centres of C4E.
- 3.3 Any student found using unfair means during examinations or submission of false information pertaining to client coaching log, or using abusive & threatening language, or contravening any of the rules of the institute will be barred, from attending any course at C4E learning centres and C4E alumni services membership forthwith.
- 3.4 A student who has been admitted with 'provisional admission' status may be asked to discontinue the program; if he/she does not meet the prescribed eligibility criteria required 'confirmed admission' status.
- 3.5 A student who has registered for any program is eligible to continue only as long as a satisfactory academic standing is maintained failing which the student may be asked to discontinue the program.

4.0 Repetition of a course

- 4.1 After successful completion of a course/program (i.e. on receipt of the transcript(s) or certificate), the student has a facility to attend a part or whole of the same course with another batch at any of the C4E learning centres or events to improve their proficiency. Such admission will be in the category of 'Repeat' admission.
- 4.2 An ex-student repeating a course/program has to provide copies of the transcript(s) or certificate awarded earlier as proof of having completed the previous course/program and also pay an admission fee of Rs.8500/- + Tuition Fee + applicable service taxes to register for the course.

Partial Course Completion

- 4.3 A student owing to unavoidable circumstance such as work engagement, retrenchment, job change, health related issues, family related issues, financial issues, etc may seek to transfer out of a batch and re-join at an opportune time provided there is a batch that is reaching the stage at which the participant chose to drop out.
- 4.4 The participant may approach the institute administrator for initiating transfer into another batch.
- 4.5 Should the participant despite best intentions not be able to take up the course in such instances the participant may seek partial course completion certificate and shall be eligible for refund per Coach4Excellence refund policy outlined in this document.
- 4.6 Partial course certificate however shall be CCEU only.

5.0 Refunds

- 5.1 Application fee, Admission fee, Service Taxes - are non refundable.
- 5.2 100% Tuition fee, Administrative Fee, Books fee, Equipment fee & Internal assessment fee are refundable only if the refund application is received at least 7 days prior to the scheduled start date / time of the original batch admitted to.
- 5.3 Administrative fee, Books fee, Equipment fee, Internal assessment fee are non refundable after course commencement.
- 5.4 Those students who pay upfront will be refunded tuition fee only after apportioning the dues to the institute for the number of student learning hours attended by the student.

For example: 'X' is the value of money remaining after deducting Application, Admission, Administrative, Books, Equipment, & Internal Assessment. The cost per hour of student contact is arrived by dividing X/number of total student contact learning hours, which is 'y'. The refund will be 'y*number of remaining hours'.

- 5.5 Library & other security deposits, if any, are refundable on expiry of admission.
- 5.6 No other fee is refundable.

6.0 Referral System – Coach

- 6.1 Assistance by way of 'Coach Referral System' a service is offered to students by C4E free of cost. However students must have successfully completed a specific program in the career curriculum. These students:
- a) Should have successfully completed their program at C4E
 - b) Should have registered for 'Coach Referral System' assistance by filling up the referral registry form.
 - c) Should have been assessed as ready to coach/engage with clients.
 - d) Should be within the expiry of their Statute of Limitation.
- 6.2 It is desirable for a student to place their professional profile along with their philosophy soon after the program is successfully completed. However, if a student has not successfully completed the certification, the student may apply for 'Deferred – Referral system assistance facility'.
- 6.3 For further details, on 'Referral System-Coach' the student may contact the administrative director of the learning centre.

7.0 Services – Alumni

- 7.1 On successful completion of any course/program, a student is eligible for membership of C4E alumni service and the benefits therein.
- 7.2 For membership of C4E alumni services, the student must produce
 - a. Identity card
 - b. Transcript/Certificate of the course/program attended
- 7.3 As an alumnus of C4E, the student is entitled to various benefits including:
 - a. Ex-students concession on tuition fee for further courses – minor electives
 - b. Subsidized subscriptions for various coaching magazines for a specific period as offered by the publisher.
 - c. Subscriptions to coaching clinics of C4E
 - d. Subscription to reciprocal coaching groups
 - e. Subscription to coaching supervision sessions
 - f. Free access to C4E coach development sessions
 - g. Repeat Admissions

8.0 General

- 8.1 These rules come into force with effect from 1st June 2013 and are applicable for all current and new students of C4E. These will remain valid till any changes are affected at C4E at which time the new rules will come into effect automatically for all current and new students.
- 8.2 These rules will apply at all existing C4E learning centres as well any new centres which may be opened in future.