



Attach 4
PP Size
latest
photographs

Business Incubation Center FJWU Rawalpindi

Training Required Level
City District Province

Personal Information:

Name of Applicant (Block Letters)
Father's Name (Block Letters)
Gender Male Female Marital Status Married Single Native Language
Date of Birth - - CNIC/B-Form No. -
Contact No. (Home) Cell 1 Cell 2
Current Address
Permanent Address
Last Academic Qualification Institute/Board Year

Socio Economic Factor:

Total Family Members Total Dependents Earning family members
Trainee's Current Job Status Monthly Family Income Rs/-

Purpose to get the training (Please tick)
 To seek job in Pakistan To continue my study
 To seek job abroad
 To start my own business

How did you reach to us? (Please tick)
 Newspaper Television SMS
 Flyer Add Banner
 Friend Other

For Office Use Only

Admission Section:

Attached documents are checked and verified by Admissions Department.

Signature: Admissions Officer _____ Date _____

Program Section:

Attached documents have been verified. His/ her application is accepted/rejected. Any other comment: _____

Training Start Date: - - Training End Date: - -
Signature: Training Officer _____ Date _____

Finance Section:

Deposited Sum of Rs. In Words
Dated Online receipt No. In Bank: Name & Account # _____
Branch Name City **Note: paste the original copy of online deposit receipt here**
Fee receiving verified by Posted on

M&E Section:

It is verified that minimum required documents have been verified and found correct. Data accuracy completeness in Registration Form is checked and form is signed by Admission Officer and TO.

MIS Section:

Data punched into MIS on By
Signature M&E Officer _____ Date _____

M&E Section:

Data accuracy completeness CNIC number in MIS and Registration Form is checked and form is countered signed by MIS/DEO.
Signature DEO _____ Date _____
Signature M&E Officer _____ Date _____

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Policies and Procedures

- Hashoo Hunar Training Center (HHTC) reserves the right to cancel any training/course due to low enrollment(s). Applicants will be notified in advance of the cancellation of the course.
- If a situation arises that a trainee must postpone taking classes until the next session, HHTC may, at its sole and absolute discretion, credit the payment of such trainee to the subsequent session. HHTC will make this exception on a case to case basis and only for the next course.
- In order to receive a refund, an application with payment receipt of registration should be submitted within the first week of the course initiation. However, registration fee will be deducted.
- Trainee who withdraw classes within the first week, will deduct 30% of the full fee after deducting the fee against number of days passed refund.
- No fee is refundable if the trainee withdraws, for whatever reason, from the course or discontinues taking classes after two weeks of training session.
- No refunds for any payments will be made if the trainee is suspended on disciplinary grounds, and parent or guardian will be liable for paying up for any damages caused to the HGH property, as determined by the management.
- Parents/Guardian shall visit every month on the stipulated day communicated by HHTC to discuss the progress of the Trainee.
- Use of mobile phone in classroom is strictly prohibited.
- Indulging in immoral activities, like; cheating, using indecent and foul language, passing undesirable remarks, improper dressing and unethical gesture are considered violation of policies of Hashoo Hunar Training Centers.
- Hashoo Hunar in and out timings must be strictly followed by every trainee.
- Trainee should reach Hashoo Hunar Training Center not later than 05 minutes at start of class. After that he/she will not be allowed to enter the training premises.
- Misconduct with Trainer or any other staff member is strictly discouraged and may cause expulsion from training program. In such a case zero fee return policy shall be applicable.
- Decision of management shall be final and binding in every case and shall not be exceptionable to any judicial review.
- Trainees shall comply with and be bound by any further instructions/code of conduct given by HHTC.
- Any act of violation of above-mentioned policy guidelines will be dealt legally which may also include a STRAIGHT EXPULSION of trainee from the Hashoo Hunar Training Center.

DECLARATION

I have understood and accept the above-mentioned policies and procedures of Hashoo Hunar and as instructed by the Admissions Department of Hashoo Hunar Training Center. I shall be responsible for any disciplinary action as per Hashoo Hunar policies.

Name of Applicant: _____ Signature of Applicant: _____ Date: _____

Guardian Name: _____ Signature of Guardian: _____ Contact# _____