

# TERMS & CONDITIONS

## BiMS PGD COURSES

When you are using BiMS website, BiMS online campus or any other online or off-line services from BiMS, you are accepting the following terms and conditions. Your using of any of services (whether blended, online or offline) is subject to following terms and conditions and hence, legally binding on you. By accessing our services, you have agreed to the following terms and conditions:

### *Examination*

- 1 Our PGD courses have duration of six (6) months. We have fixed exam dates which are set inside the six (6) month's period.
- 2 Each PGD course is assessed through a single comprehensive MCQ-styled exam.
- 3 If any candidate fails in the first exam attempt, s/he will have two (2) more re-sit exam opportunities.
- 4 In total, three (3) exams are held on fixed dates inside the six (6) months' period.
- 5 Our exam dates are fixed for the whole batch. We cannot arrange flexible exam dates for any specific student.
- 6 If any candidate remains absent in the first exam attempt, then it will count as "FAIL". Similarly, if any candidate remains absent in any re-sit exam attempts, it will also count as "FAIL".
- 7 Standard exam duration is 100 minutes. Each exam consists of 100 MCQs.
- 8 In case any student cannot pass the exam (or remains absent) within three (3) attempts available, then unfortunately s/he cannot complete the course with his/her batch. If the student is keen to get the PGD certificate, s/he has to re-apply for joining the course again and get admission with a new batch by paying full course fee applicable for the new batch.
- 9 If a student takes any unfair means during an exam, his/her registration will be cancelled immediately. The student will NOT receive any refund nor can s/he take re-sit exam.

## Fees

- 1 Our course fees are not refundable under any circumstances.
- 2 Our course fees are not-transferable. That is, an admitted student cannot discontinue by transferring his/her fees for another student's account.
- 3 Students are not allowed to transfer batch. That is, each student is admitted to a specific batch and s/he has to complete the course with that batch.
- 4 Admission fee (which is 50% of total course fees) is payable at the time of admission in order to secure seat in a batch. Getting accepted into any course does not guarantee a seat in any batch.
- 5 If any student fails to pay second installment, his/her studentship will be cancelled. S/he will not get access to the online campus and he will not be allowed to sit for any exam. As mentioned in section (1), both admission fees (50% total course fees) and second installment (50% of total course fees) are non-refundable regardless of whether of a student attends the course/exam or not.

## Certifications

- 1 Sample certificates are available in our website. In case of updates in our global accreditation partnership, the actual look and feel of the certificate may differ.
- 2 In addition to certificate, students are issued transcripts. Transcript shows the score obtained by the student in different parts/modules of the respective PGD syllabus.
- 3 We issue both digital and hardcopy certificates. Students must have an active email ID to receive and retain digital certificate. Hardcopy certificate must be collected in-person by the student (or his/her authorised representative) from our office.
- 4 We do not courier the hard-copy certificate to any address for security purposes and to avoid the certificate being lost in transit.
- 5 Whenever possible, we may at our own discretion, arrange certificate award ceremony. If we invite you to an awarding event, there will be no fees payable for attending the ceremony.
- 6 Hard-copy certificate and transcript must be collected from our office within three (3) months of successful course completion. In case they are not collected within three (3) months of course completion, we have to destroy the certificates.

- 7 In case of lost or theft of the certificate, students are not usually re-issued any hard-copy certificate for free. In such case, students will be able to download and themselves can print digital certificate immediately and without any additional cost.
- 8 Students will assume full responsibility to securely retain and use credentials to access digital certificate. We cannot access personal accounts of the students for digital certificates.
- 9 Our digital certificates are issued through a secured third-party software provider who uses blockchain technology. Students acknowledge that BiMS is not responsible for managing the technology of the platform.

## Others

- 1 **DIGITAL RIGHT:** BiMS is the sole-owner of the digital and printed study materials, exams, videos and other resources. No student is authorised to share these resources with third-party. Any violation may lead to measures or legal proceedings under cyber security act and/ all other applicable laws of the country.
- 2 **COMMUNICATION:** Students must provide correct email address and mobile number during online admission / enrolment application. BiMS takes no responsibility if students cannot be contacted through submitted contact details. It is the sole responsibility of the student to regularly visit our websites and online campus for course related all updates and changes.
- 3 **PRIVACY:** BiMS reserves the right to send promotional and non-promotional information to any student. BiMS reserves the right to share student's data with related external parties in the USA & UK.
- 4 **NO LIABILITY:** Unless required by laws of the land, BiMS assumes NO direct or indirect liability arising out of using its online platform or any services provided physically through our premises.