

COURSE ENROLLMENT TERMS & CONDITIONS

Knowhere Geomatics | Applicable to classroom/offline training enrollments unless a written course-specific policy states otherwise.

Document Version	1.0	Effective Date	10 September 2026
Applies To	Course admissions and enrollments	Acceptance	Admission form checkbox / written enrollment

By submitting the admission/enrollment form, paying any registration or course fee, or attending the course, the student confirms that the information provided is correct and agrees to these Terms & Conditions. If a course-specific quotation, fee schedule, offer letter, or written policy conflicts with this document, the course-specific written terms will apply to that extent.

1. Enrollment and Eligibility

Admission is subject to seat availability, eligibility requirements (if any), submission of required information/documents, and realization of the applicable fees. Knowhere Geomatics may request identity, academic, or other supporting documents where reasonably required for enrollment or certification.

2. Course Fees, Taxes and Payment

The student must pay the registration fee, tuition/course fee, installment amount, examination/certification fee, software/lab fee, or any other fee only as stated in the applicable fee schedule, invoice, admission form, or written communication. GST or other statutory taxes, where applicable, will be charged as required by law. Admission or a seat is considered confirmed only after the required payment is successfully received and recorded by the Institute.

3. Payment Methods and Receipts

Payments may be accepted through the payment methods communicated by the Institute, including bank transfer, UPI, card/payment gateway, cheque, cash, or other approved modes. A payment is treated as complete only after successful realization. The student should retain the payment receipt or transaction reference. Bank charges, payment-gateway charges, failed-payment charges, or similar third-party charges, where applicable, may be borne by the payer unless expressly stated otherwise.

4. Installments and Late/Outstanding Fees

Where an installment facility is approved, installments must be paid on or before the due dates communicated at enrollment. Failure to pay an installment may result in reminders, temporary restriction of classes/lab access/materials/certification, or suspension of the enrollment until dues are cleared. Granting additional time for one installment does not automatically modify later due dates.

5. Incorrect, Duplicate or Failed Payments

The student must promptly report duplicate debits, failed transactions, or payments credited under an incorrect name/reference. Any verified excess or duplicate payment will be adjusted against outstanding fees or refunded through a reasonable process after payment verification. Processing time may depend on the bank/payment provider.

6. Cancellation, Refunds and Fee Adjustments

Registration/booking or administrative charges, if specifically identified as non-refundable at enrollment, will not be refunded. Any other refund request will be handled according to the written refund/cancellation policy communicated for the relevant course or batch. No refund is automatically due merely because a student stops attending after the batch has started. If the Institute cancels a course or batch before commencement and does not provide a reasonable alternative, the amount received for the unprovided course will be refunded or, with the student's consent, transferred to another batch/course.

7. Batch Transfer, Course Transfer and Deferment

Requests to change the batch, course, timing, or start date are subject to seat availability and Institute approval. A transfer may involve a fee difference, administrative charge, or revised course terms. The Institute is not obligated to approve a transfer where the requested batch/course is unavailable or substantially different.

8. Course Schedule, Faculty and Venue

Published schedules are planned in good faith but may be changed for academic, operational, faculty, public-holiday, safety, or other reasonable reasons. The Institute may change the trainer, classroom, sequence of modules, or timetable without changing the essential course scope. Where a class is rescheduled, reasonable notice will be provided through the registered contact details.

9. Attendance, Assignments and Academic Requirements

Students are expected to attend classes regularly, complete practical exercises/assignments, and follow instructions for labs, software and assessments. Certificate eligibility may depend on the attendance, assessment, project, fee-clearance, and other course-specific requirements communicated by the Institute. Absence from class does not by itself create an entitlement to a refund or individual repeat session.

10. Student Conduct

Students must maintain respectful and professional conduct with faculty, staff and other students. Harassment, abusive behavior, deliberate disruption, damage to equipment, unauthorized access to systems, cheating, or misuse of institute resources may result in disciplinary action, including suspension or termination of access, subject to a fair review of the circumstances.

11. Course Material and Intellectual Property

Notes, slides, datasets, exercises, videos, software configurations, question banks, handouts, and other learning material supplied by the Institute are for the enrolled student's personal learning use unless stated otherwise. They may not be commercially resold, republished, shared publicly, recorded, copied in bulk, or redistributed without written permission. Third-party software, maps, datasets, imagery, and tools remain subject to their respective licenses.

12. Software, Devices and Third-Party Services

Some courses may use third-party software, cloud services, trial licenses, open-source tools, plugins, maps, datasets, or online platforms. Availability, licensing terms, system requirements, account creation, and service continuity may be controlled by third parties. Students are responsible for complying with applicable third-party license and acceptable-use terms.

13. Certificates and Records

Certificates are issued only after the applicable course requirements and fee obligations are completed. The student is responsible for verifying the spelling of their name and other certificate details before final issuance where verification is requested. Replacement or corrected certificates may be subject to identity verification and reasonable administrative charges.

14. Placement, Internship and Career Support

Unless expressly guaranteed in a separate written agreement, course enrollment does not guarantee employment, internship, salary, interview selection, government recruitment, examination success, or a particular professional outcome. Any career guidance, resume support, leads, or placement assistance is facilitative and depends on student performance and external opportunities.

15. Student Information and Communications

The Institute may use the student's submitted contact and enrollment information for admission processing, fee records, class coordination, support, certification, notices, and other legitimate course administration purposes. Operational messages may be sent by phone, email, SMS, WhatsApp, or other contact channels provided by the student. The Institute should handle personal information in accordance with its published privacy practices and applicable law.

16. Photos, Recording and Publicity

Classes or institute events should not be photographed, audio-recorded, screen-recorded, or video-recorded by students where recording is restricted. Any use by the Institute of identifiable student photographs/testimonials for promotional purposes should be based on appropriate permission or a separately disclosed consent process.

17. Health, Safety and Property

Students must follow classroom, lab, electrical, equipment, emergency, and premises safety instructions. Personal belongings remain the student's responsibility. The Institute is not responsible for loss or damage to personal property except where liability cannot lawfully be excluded.

18. Force Majeure and Events Beyond Control

The Institute will not be treated as in breach for delays, closures, or rescheduling caused by events reasonably beyond its control, such as natural disasters, government restrictions, strikes, public emergencies, infrastructure outages, transport disruptions, or serious technical failures. Where practicable, the Institute may reschedule, extend, or provide an alternative arrangement.

19. Limitation and Fair Application

Nothing in these terms is intended to exclude rights or remedies that cannot legally be excluded. Any decision involving suspension, course transfer, refund, or termination should be applied reasonably with reference to the applicable enrollment record, payment history, course-specific terms, and applicable law.

20. Changes to These Terms

The version accepted at the time of enrollment will ordinarily govern that enrollment. The Institute may update its terms for future enrollments or where a legal/administrative update is required. Material changes affecting an existing student's payment or course entitlement should be communicated appropriately.

21. Governing Law and Dispute Resolution

These terms are governed by the laws of India. The parties should first attempt to resolve any concern through written communication with the Institute. If a dispute cannot be resolved amicably, it will be subject to the competent courts having jurisdiction over the Institute's registered/operating office, subject to any mandatory consumer or other legal rights that apply.

ACCEPTANCE

I confirm that I have read and understood the Course Enrollment Terms & Conditions, including the provisions relating to fees, payment due dates, refunds/cancellations, attendance, certification, course conduct, and use of learning material. I agree to be bound by these terms and by any course-specific fee schedule or written policy provided to me at enrollment.