



## **RULES AND REGULATIONS**

Dear Student:

Thank you for signing up with Inchin Closer!

We would like to bring to your notice the following:

### **1. REGISTRATION/ ADMISSION**

Registration before joining any course is mandatory. Inchin Closer requires each student to complete the online registration form .

Admission shall be granted only against full payment of fees before the start of the course.

### **2. FEES**

Fees, applicable for a particular course shall be subject to revision without prior notice and Inchin Closer reserves the right to revise the fees as applicable. Fees, shall be payable in cash, cheque or as online transfers. In case of late payment of fees, late fees shall be charged.

After registration, if a student is unable to start the course he has registered for, he can avail 100% refund upto one week before the start of the said course. If Inchin Closer is informed of a student's withdrawal within the last week of start date of the class, or if the class has started and the student hasn't yet attended a class and wishes to withdraw, Inchin Closer reserves the right to decide to return the fees in full or a percentage of the same, subject to materials having being personalized for the said student and a place having being reserved for the said class.

This refund policy shall not apply if the student has already attended one or more classes of the course and is unable to complete the course for any reason. In such a scenario, it is mandatory that the student send in an email to Inchin Closer about his reasons for discontinuation and request to utilise the RRR policy of Inchin Closer. Under this Return, Relearn and Revise Policy (RRR policy), any student who has registered for a particular course, but is unable to complete it, or wishes to return to the level for any particular reason can re-attend any class of that level within a year after informing Inchin Closer staff and without paying any extra fees. Under these circumstances, the fees paid by the students for a particular level, at the time of registration may be adjusted against another student or the same student may join another course convenient to him, with prior written intimation to Inchin Closer. However, under any circumstances, fees paid for group classes will not be adjusted against private classes or any other service provided by Inchin Closer.

### **3. ATTENDANCE**

Attendance shall be taken in every class. If a student fails to attend at least 50% of the total classes, he shall not be eligible to receive a certificate of appreciation. It is advisable that the students complete their course in one go without interruptions apart from unforeseen circumstances. In such an event, no refund or utilisation of RRR policy shall be granted if the student has attended more than three classes of the course.

### **4. STUDENT BEHAVIOUR**

It is expected that students should maintain decorum in class. Any behavior deemed to be rude and/or undesirable towards the management and/ or teachers and/or staff of Inchin Closer during class hours and/or otherwise shall result in termination of association with Inchin Closer and

Inchin Closers Student Rules and Regulations



may attract stricter measures as deemed fit by the management of Inchin Closer.

Students are not allowed to contact any teacher directly on the phone. Any communication with the teacher beyond class hours shall be through his/her official Inchin Closer email ID.

Students are not allowed to solicit teachers for any work, whether personal or official that does not pertain to Mandarin language taught in the class and correction of homework. For example, translations for work/ official purposes, calls for interpretation or additional requests of any kind will not be tolerated. Inchin Closer does provide these services for a fee and students are urged to approach Inchin Closer directly if they require such additional services. Students may please note that any such solicitation will lead to an automatic termination of the student from the course and in this case there shall be no refund of the fees paid.

Inchin Closer conducts classes in various premises in the city which are rented for the purpose of using the same as a classroom. Any damage caused to these class premises and/or property shall incur additional charge or cost to be borne by the student responsible for the same. Additionally, students are not allowed to utilise the class premises and/or property after class hours. Inchin Closer shall bear no responsibility towards any consequences related to such activities of the students.

## 5. CLASSES

All Inchin Closer students will be given a unique username and password to access their course material, upload homework and communicate with their fellow classmates and teacher. They are not to share this username and password with anybody else. They are to use this platform solely for the purpose of learning Mandarin. If the student loses / forgets his / her password, they can retrieve / create a new password with the forgot password link or write to Inchin Closer who will issue a new password.

In the event of classes being held online, Inchin Closer shall share a link for the requisite platform with the student. The student shall be required to keep their video on the entire class so that their attendance is ensured. The student will not be permitted to share this link with any other person for any reason.

## 6. COURSE MATERIAL

Inchin Closer provides both soft and hard copies of course materials / textbooks/ audio material and links to online material, created by Inchin Closer (the "Course Material") throughout each course offered. **This Course Material is the sole copyright of Inchin Closer.** Attempt to plagiarize the Course Material in whole or part either via physical or digital copying is punishable under Indian law.

Any videos / material shown in class is solely for learning purposes of the student.

Students may not screen record / take screen shots of any material from the class, record classes and/or share proprietary documents with any third party, including uploading on social media.

Students are not permitted to share any of the course material with 3<sup>rd</sup> parties, including the class recordings (in whole or part), the power point presentations shown during the class (in whole or part), any other documents shared during class, whether physical or digital (in whole or part) including any voice notes, recordings or whats-app or other message that may share by an Inchin Closer teacher.

Students shall also not be permitted to take screen shots of any of the course material, class recordings, power point presentations or any other documents shared with any 3<sup>rd</sup> party.

Any violation of the above will lead to immediate termination of the student's contract with Inchin Closer and the student shall agree that he/ she shall forfeit any fees paid to Inchin Closer. This shall be without prejudice to any other rights which Inchin Closer may have under law.

In event of losing the Course Material, a replacement of the same is required to be purchased

at INR 750/- from Inchin Closer.

#### CLASS RECORDINGS

Classes will only be recorded if either Inchin Closer or the teacher is informed of a valid excuse to be absent from class that day. The recording will only be shared with the student who has missed class and will be available for only 7 days from the date of class. The recording will be available for view only and will not be able to be downloaded or stored by the student to view / revise with for any reason. Recordings that are more than 7 days old will automatically be deleted from the system.

**Inchin Closer has the sole right to record any class.** Please note that **all classes will not be recorded.** This is a provision to assist the student who has a genuine reason for missing the class to make up. Dates of the classes are shared with the students beforehand; they are expected to keep these in mind while scheduling other activities / holidays.

If a student cannot attend a particular class & has informed Inchin Closer in advance, then Inchin Closer will record the class and shall allow the student to view the recording on any agreed date.

#### THIRD PARTY TOOLS

Inchin Closer might also request students to sign up and use third party online educational tools such as Quizlet. While students are expected to sign up and join Inchin Closers assigned class on the educational tool, they do not have the permission to amend or edit the data on those tools. These are meant solely to assist towards the students learning. The privacy policy and terms of use of the third-party educational tools will apply to the students.

Inchin Closer cannot guarantee that the third-party content will be free of any malware that may harm your computer, mobile device, or such other device where the content is downloaded, or any files stored on such device. Inchin Closer shall not be held responsible or liable for any harm or damage caused to your device / files due to or related to the use of the third-party content

## 6. PROFICIENCY/ EXAMINATION/ CERTIFICATION

At the end of every course, an examination for a certificate shall be held on a predetermined date. Students not taking this examination shall not be eligible to get a certificate. It is mandatory that satisfactory progress be depicted by the students during the examination, without which the certificate will not be awarded. The student shall also not be permitted to sit for the examination if he has not completed payment of the entire fees for the course he has enrolled for.

Inchin Closer does not guarantee that every student will attain the same proficiency in Mandarin. We encourage students to take on extra work for their own benefit and dissuade students from missing too many classes.

Participation in or completion of any course at Inchin Closer does not confer any academic credit to the student. A certificate will be issued by Inchin Closer on the completion of the course, provided that the student has completed the necessary examination.

In case, the student cannot appear for the examination on the predetermined date, the student is eligible to attempt the examination on a further date by writing to Inchin Closer and requesting for another suitable date.

## 7. EVENTS:

The same rules for plagiarism, copyright and taking or sharing of course materials and/or screen recordings also apply to all Inchin Closer events and discussions.

Only those that register for the event will be given access to and invited for future Inchin Closer events. The same etiquette and protocol for class i.e. being polite and speaking only when requested to apply for all Inchin Closer events. We also request you to keep your mikes off during the events so not to disturb the speaker and other participants.

## **8. Inchin Closer App**

Inchin Closer has developed an app called the Inchin app which is available for the student to download and use. The Inchin app is meant to assist the student in their development of Mandarin. The app will also capture student performance data on various skill sets and display them on the learning management system. This will be interpreted by the teacher to personalize and temper class according to each individual student's pace. The student will, on downloading the app, be deemed to have agreed to the privacy policy and terms and conditions of the Inchin app. The privacy policy and the terms and conditions shall apply to the LMS as well.

## **9. PLACEMENTS**

While Inchin Closer encourages students to pursue careers after gaining proficiency in Mandarin, we are primarily an India China Language and Cultural Consultancy. If there is a suitable opportunity available, the students will be informed about the same. However, we do not guarantee a successful placement. Inchin Closer does not promise or bear any responsibility towards job placements of the students after completion of the courses offered.

The student is expected to abide by all rules and regulations of Inchin Closer that are in force or may come into existence during their association with Inchin Closer. The management reserves all rights to vary these rules and regulations from time to time. These rules shall come into force immediately upon posting of the varied rules and regulations on <http://inchincloser.com/>. By continuing your association with Inchin Closer, your acquiescence shall be deemed to such change in the rules and regulations. The decision of the management of Inchin Closer in all matters shall be final. The management and/or teachers and/or staff of Inchin Closer do not accept any responsibility if there is a violation of these rules and regulations by the students and reserve the right of further admission or termination of association therewith.





**DECLARATION**

**I have received the copy of the Rules and Regulations from Inchin Closer for the course I have joined. I have read and understood these Rules and Regulations and agree to abide by the same, during my association with Inchin Closer.**

**By: \_\_\_\_\_**

**Name:**

**Contact Number:**

