

# INTEGSKILLS SERVICES OPC PVT. LTD.

Formerly UNITY ACADEMY

(Since 2015)

## ADMISSION-CUM-LAPTOP BORROWING & STUDENT AGREEMENT FORM

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### PROGRAM NAME

- Laptop Learning & Earning Program
  - DCA / PGDCA with OKCL OSCIT
  - Competitive Exam Preparation Support
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### SECTION 1: STUDENT BASIC DETAILS

1. Student Full Name: \_\_\_\_\_
  2. Father's / Guardian's Name: \_\_\_\_\_
  3. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  4. Gender:  Male  Female  Other
  5. Mobile No.: \_\_\_\_\_,
  6. WhatsApp No.: \_\_\_\_\_
  7. Email ID (if any): \_\_\_\_\_
  8. Educational Qualification: \_\_\_\_\_
  9. Course Opted:  DCA  PGDCA  Other \_\_\_\_\_
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### SECTION 2: ADDRESS & AADHAAR DETAILS

11. Full Address:
12. Block / District / State: \_\_\_\_\_
13. Aadhaar Number: \_\_\_\_\_  
(Self-attested copy attached)
14. Student Aadhaar Copy and Guardian Aadhaar Copy must be Attached

## SECTION 3: LAPTOP BORROWING DETAILS

The term "Laptop" used herein refers to any computing device, including but not limited to laptops, desktops, Chromebooks, ThinkPads, or any similar device provided to the student for practice purposes.

15. Laptop Issued:  Yes  No

16. Laptop Make & Model: \_\_\_\_\_

17. Laptop Serial Number: \_\_\_\_\_

18. Laptop Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

19. Laptop Return Due Date (Initial 6 Months): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

20.  Photo of Laptop along with the student is taken and uploaded to drive. (5 Angle Photo of laptop + student pick laptop in hand) Total 6 Photos.

## ● SECTION 4: LAPTOP BORROWING TERMS & CONDITIONS (UPDATED)

- The student and guardian agree to the following terms and conditions regarding laptop usage and responsibility:
  1. The laptop is provided **strictly for educational purposes**, including computer training, competitive exam preparation, practice work, and institute-approved learning activities.
  2. The laptop **must not be sold, pledged, rented, exchanged, or transferred** to any other person under any circumstances.
  3. The student is responsible for keeping the laptop **safe from physical damage, liquid damage, theft, or misuse**.
  4. ♦ **Mandatory Saturday Class & Inspection Rule**
    - Every **Saturday**, the student must **physically attend the scheduled theory class** at the allotted center / Nearest Center **along with the issued laptop**.
    - On the same day, the laptop shall undergo **mandatory physical inspection, performance check, and free basic maintenance** by the institute.
    - Attendance in Saturday theory class and laptop inspection is **compulsory** for continued laptop usage eligibility.
  5. Failure to attend the Saturday class or to present the laptop for inspection **without prior written permission** may result in:
    - Temporary suspension of laptop usage, or
    - Recall of the laptop until compliance is completed.
  6. Any damage identified during inspection due to **negligence or misuse** shall be repaired at the **student's or guardian's cost**.

7. Laptop ownership or extended usage benefits will be granted **only if all attendance, inspection, and behavioral conditions are duly followed.**
  8. The institute reserves the right to **recall, restrict, or block the laptop** in case of violation of rules, indiscipline, non-attendance, or misuse or if institute need the laptop.
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## SECTION 5: LAPTOP RETURN & PENALTY POLICY

- If the student **leaves the course midway**, the laptop must be returned immediately.
  - In case of **non-return**, legal recovery action may be taken.
  - **Repair / replacement cost** shall be borne by the student/guardian if damaged.
  - Delay in return may attract a **penalty decided by the institute.**
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## SECTION 6: ADMISSION FEES & REFUND POLICY

1. **Admission Fee Paid:** ₹ \_\_\_\_\_
2. **Security Deposit (if applicable):** ₹ \_\_\_\_\_

### ● Refund Rules:

- Admission fee is **NON-REFUNDABLE** once classes start.
  - Refund will **not be provided** for absenteeism or discontinuation.
  - Security deposit (if any) will be refunded **only after laptop return & clearance.**
  - Certificate will be issued **only after full course completion.**
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## SECTION 7: DATA PRIVACY & SECURITY CONSENT

The student and guardian agree that:

1. Personal data (Aadhaar, contact, academic records) will be used **only for academic, certification, and official communication purposes.**
2. Data will **not be sold or misused** by the institute.
3. Student photos/videos may be used for **academic or promotional purposes.**

4. Digital attendance, WhatsApp updates, and system tracking may be applied.

I agree to data usage policy

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## SECTION 8: DISCIPLINE & CODE OF CONDUCT

- Student must maintain **discipline, punctuality, and respectful behavior**.
  - Misuse of laptop, internet, or institute resources may lead to **penalty or termination**.
  - Institute decision will be **final in all academic & administrative matters**.
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## SECTION 9: DECLARATION & AGREEMENT

We hereby declare that all the information provided above is **true and correct**.

We have **read, understood, and agreed** to all the rules, conditions, and policies mentioned in this form.

This form shall be treated as a **LEGAL AGREEMENT** between the student, guardian, and the institute.

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## SIGNATURE SECTION (MANDATORY)

### Student

- Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Guardian

- Name: \_\_\_\_\_
  - Relation with Student: \_\_\_\_\_
  - Signature: \_\_\_\_\_
  - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
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## For Office Use Only

- Admission ID: \_\_\_\_\_
  - Laptop Issued By: \_\_\_\_\_
  - Verified By: \_\_\_\_\_
  - Authorized Signature & Seal: \_\_\_\_\_
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### ATTACHMENTS CHECKLIST

- Student Aadhaar Copy
- Guardian Aadhaar Copy
- Passport Size Photo
- Fee Receipt Copy