

Rules & Regulations Governing FINACCA

Subject	S. No.	Description
Introduction	1	Thank you for enrolling your ward in FINACCA, the integrated program of Grey Matter Academics (P) Ltd (GMA). Please find hereunder the rules, regulations and guidelines relating to the FINACCA program. Most of these would have been mentioned to you either during the individual counseling or discussions or during the presentations. Kindly sign this document as an evidence that you have gone through and understood the Rules & Regulations of FINACCA
	2	The eligibility for joining FINACCA is a pass in + 2, or XII standard or II year PU. At the time of enrolment, a student may have written the exam but the results would not have been announced. In the unfortunate event of the student not clearing the exam or not obtaining the stipulated minimum marks and the student not being considered for FINACCA for whatever reason, GMA will repay the fees, if any paid by the student.
	3	FINACCA consists of multiple courses viz., B. Com (General) of the Madras University – Distance Education and Chartered Certified Accountancy of the Association of Chartered Certified Accountants of the UK (A.C.C.A.). It is presumed that once a student enrolls for the program, he or she will undergo the entire program for the entire duration.
	4	GMA is a learning centre and the concerned exams are conducted by the respective bodies (as mentioned above). The certificates are issued by the respective institutes or universities on the student completing the relevant examinations and training. GMA does not award any certificate.
Fees	5	For the purpose of this program, the Academic Year is considered as beginning from June of a year until the end of May of the subsequent year. The annual instalment of the course fee must be paid every year in advance and in full before the 15th of May preceding every academic year. No delays will be accepted and GMA reserves its right not to admit the student or permit him to continue for the concerned year until the fee is paid in full. Under no circumstances is the fee paid refundable either in part or full except as stated in point 2 above.
	6	The course fee does not cover the cost of stay, food, medical, transport, books, note books and other stationery that will be required by the student. This also does not cover registration and exam fees payable to various institutes and universities.
	7	The course fees charged is for the entire FINACCA program with no specific break up for individual courses or exams. For convenience sake the course fee has been broken down into installments and is made payable annually irrespective of whether the students' willingness to attend the classes. There is no correlation between the classes held during a year with the instalment amount for that year. GST is a statutory levy which is collected along with the annual instalment of fees. This amount is payable to the government authorities and does not constitute as income to GMA. Course fees paid will not be refunded under any circumstances. Students who do not pay the course fees on time will be terminated from the program.

Subject	S. No.	Description
	8	GMA will intimate the parents from time to time about payment of fees to the University/Institutes. While GMA will coordinate the payment, parents must ensure that the required amount is made available or paid sufficiently in advance as advised by GMA. The students and parents are equally responsible for keeping a track of the due dates. GMA cannot be held responsible if for any reason the dues to the University or Institutes are not paid on time whether advised by GMA or not.
Faculty	9	GMA has a panel of faculty as provided in the website from time to time. The faculty is subject to change depending on their availability. GMA aspires to provide highest quality faculty (subject to their availability) and would monitor their performance closely to ensure appropriate delivery for the benefit of the students. Parents or students will not be permitted to interfere in the appointment or removal of a tutor.
	10	Faculties engaged by GMA are either professional tutors, practicing or employed finance professionals. They are visiting tutors and are not in full time employment with GMA.
Program Methodology	11	GMA strongly believes that a committed, disciplined and hardworking student can complete all the programs within the stipulated time schedule. Hence GMA will do its best to have up to date academic processes, facilities and arrangements. The student should remain committed during the entire program which, upon completion will see him evolve into a True Global Finance Professional.
	12	As regards B. Com, there are a couple of papers involving languages (English and Communicative English). Students will have to prepare for these two subjects on their own as GMA will not conduct classes for these papers.
	13	In the unfortunate event of a student not clearing an examination, GMA will prepare a revised exam/class schedule suitable to the student. As and when classes are arranged for the next batch of students, GMA may permit those students to attend classes again by charging a nominal amount for each level and on such conditions decided time to time.
	14	Classes for all the programs will be held except as mentioned in 12 above. These will be either regular physical classes or on-line tutorials. Students' attendance will be closely monitored, and any abnormal absenteeism will be brought to the notice of the parents who should advise the students to be regular. The attendance will be updated in the Student Information system, an online portal to which parents and students will be given access. This portal will also provide information of the tests conducted and the marks obtained by the students. Parents are advised to check the portal regularly to keep track of their ward's attendance and performance.
	15	GMA confirms that the batch size normally will not exceed 50 students to ensure personal attention by the Faculty. In addition GMA will ensure availability of Qualified Mentors (wherever deemed necessary) to monitor the students performance and act as a conduit with the Faculty.

Subject	S. No.	Description
	16	GMA will take suitable disciplinary action against the students (with or without informing the parent) for absence and late attendance (to classes, tests and study sessions), resorting to unethical, immoral or illegal practices, involving in misbehavior, refusing to follow the instructions of Faculty/staff. As the disciplinary action is taken to prevent similar occurrences by the students, parents are advised not to intervene. Depending on the seriousness of the offence, GMA may consider dismissal of the student from the program in which case any fee paid will not be refunded.
	17	Parents are advised not to allow the students to take any leave whether for social, religious or personal reasons. GMA at its discretion may refuse to grant leave to the students depending on various factors including their performance in the program.
	18	As far as possible GMA will prepare the students according to the table provided for each year, in the event of a student not clearing examination(s), the schedule will undergo changes. Similarly due to extraneous reasons, GMA may decide to shuffle the exams and will as far as possible ensure the completion of classes within the time frame.
	19	Students are advised to carry only the basic model of mobile instrument. Parents are requested not to provide gadgets and mobiles with additional features (like internet access) as these will be a cause of distraction from studies.
	20	Students are advised not to bring mobiles to the institute. In any case they should not carry mobile phones inside the classroom. A separate box will be kept in the office for students to drop their mobiles before entering the class The instrument will be confiscated if any student is found having the mobile inside the classroom or using the phone (speaking, texting, listening to music, etc.) inside the premises and will not be returned under any circumstances.
	21	In case of emergency, parents may call GMA landline or any of the staff's number for contacting their ward. Similarly, the students would be permitted to use GMA landline in case of need for which the actual charge will be recovered.
For the attention of the students and Parents	22	<p>Students should come to the institute dressed decently.</p> <p>Boys: Half pants, three quarters, Bermudas, track pants, bathroom slippers will not be permitted. Shirts or T Shirts should not have any words/pictures which are indecent or repulsive.</p> <p>Girls: To come decently dressed and can wear shalwars, jeans or full trousers. The top should extend up to the knees.</p> <p>Students will be asked to leave the premises if in our opinion the dress is found to be inappropriate.</p>
	23	GMA will monitor the students' attendance relating to classes and study sessions. Other than their time in GMA, they are expected to be in the hostel (except on Sunday afternoons and holidays when they are permitted to go out). Students are advised to keep GMA officials informed of their movements outside the hostel and GMA for their own security and safety. The parents should appreciate that GMA will not be able to monitor the movements of the students outside GMA and hostel.

Subject	S. No.	Description
	24	Attendance and marks of various tests will be updated in the Student Information System, a GMA portal "GMAConnect".
	25	Students are not permitted to carry or use their laptops either at GMA or at the hostel.
	26	Considering the overall preparation and performance in the Mock and Model exams, GMA in consultation with the parent may recommend that a student need not or appear for an examination with the overall interest and the progress of the student in mind over the entire program.