

Application No: \_\_\_\_\_

## APPLICATION FORM

(Please read this document and prospectus carefully before filling the application form)  
**(TO BE COMPLETED IN THE CANDIDATE'S OWN HANDWRITING)**

### PERSONAL DETAILS (Use CAPITAL LETTERS only)

Name of Applicant: Mr. / Ms. : \_\_\_\_\_  
 (As appears in official Records, Underline Surname)

Father's/Husband's/Guardian's Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Permanent Residence Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_

a) Email: \_\_\_\_\_

b) Phone No.: (Home)

STD Code



c) Phone No.: (Business)

STD Code

1st Number

2nd Number

d) Fax No

e) Mobile Number

Paste a recent colour photograph of size 3.5 x 4.5cms. Photograph must not be larger than this box

### WORK EXPERIENCE

Sr. No.	Name & Address of the Organization (start with recent one)	Designation & Job Responsibilities	City	From (Date)	To (Date)	Total no. of years	Remuneration per Annum

Current Job Profile

\_\_\_\_\_

\_\_\_\_\_

For Entrepreneurs / Businessmen

Sr. No	Name & Address of the Company	Year of Inception	Total no. of years

### ACADEMIC RECORDS

Examination level	Qualification	Board/University/ Institute	Medium of Instruction	Secured % / Grade	Year of Passing	Documents Attached
XII Class						
Bachelors Degree						
Masters Degree						
Professionals						
Others						

Passport No.	Date of Issue	Date of Expiry

**COURSE APPLIED FOR**

Name of the course	Duration	Day	Commencement Date

**Payment Plan:** Cheque/Draft Receipt No: \_\_\_\_\_

I. Remittance through Demand Draft or Cheque should be drawn in favour of "Kuoni Travel (India) Pvt. Ltd."

DD/ Cheque No.	Name of the Bank	Branch	Date	Amount in INR

**Payment Options:**  One Time  Installments

Installment No.	Due Date	Amount	Receipt No.	Installment No.	Due Date	Amount	Receipt No.

**Terms & Conditions**

- Applicant to submit 2 stamp size and 2 passport size recent color photographs along with the application form
- Minimum Age to pursue the programs is 21 years and above
- Minimum education qualification required is Higher Secondary (HSC)
- True photocopies of all the certificates/documents as per the eligibility conditions for the course opted for should be submitted
- Re-examination is permissible at the end of the course/semester, subject to the prescribed payment
- Certificate/Diploma would be awarded subject to obtaining of "No Dues Certificate" through the Course Coordinator

**Payments of fees**

- Fees to be paid as per the guidelines and rules of Kuoni Academy students
- The fee is accepted in the form of a local cheque or Demand Draft drawn in favour of Kuoni Travel (India) Pvt. Ltd. "Payment is accepted on all working days at the centres. No cash will be accepted.
- A fine of Rs. 250/- per week will be charged if payment made is not made before the due date.
- Rs. 1000/- will be charged as penalty in case of dishonor of cheque due to any reason. Appropriate legal action may be initiated.
- Student may not be allowed to attend the class if fees are not paid within the due date specified.
- Receipt shall be produced by the student as a proof of payment.
- Fees once paid are non-refundable.
- No discounts are given under any scheme.
- The commencement date of the course as intimated is subject to change, within a reasonable time frame, at the management's discretion.

**Attendance**

- To appear for the examinations, a student should have a minimum attendance record of 80%
- Any student who does not attend classes continuously for 3 days, without prior intimation in writing will be considered a dropout. All fees paid by him/her will be forfeited and the student will have to re-register with full payment
- A request for switching between batches will not be entertained.

**Statement of Purpose:**

**Please write in not more than 500 words why do you want to join this program?**

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**Documents of Proof to be submitted:**

- Degree / Passing Certificates
- Date of Birth
- Certificate of Work Experience
- Authority letter from the company / Recommendation letter / ID card of the company
- Affiliation Proof with Travel Agents Association of India (TAAI) as a member

**Tick Mark**

  
  
  
  


**Declaration**

I have read and understood the terms & conditions as set forth by the Kuoni Academy and agree to abide by the same. I have also received a copy of the guidelines and rules of Kuoni Academy students and have read and understood the same and agree to abide by the same. I submit that all details and documents provided by me are true and correct.

Signature of applicant : \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Initiated by	Approved by
Counsellor	Center Head