



Udaan School of Photography

Ajay Business Centre, T.H. Kataria Marg, Matunga (west),
Mumbai 400016, INDIA

Ph : +91 9619315130, +91 2265566655 +91 22 23020880

Email : enquiry.udaan@gmail.com <http://www.udaan.org.in>

UNIT OF M/S UDAAN VISUAL ARTS PVT LTD

APPLICATION FORM

(PROFESSIONAL PHOTOGRAPHY PROGRAMMES)

PERSONAL DETAILS

NAME :

DATE OF BIRTH :

PARENT 'S NAME :

LOCAL GUARDIAN'S NAME :

(if different from above)

NATIONALITY :

PASSPORT DETAILS :

(for non-Indian nationals)

PERMANENT ADDRESS :

PRESENT ADDRESS :

(if different from permanent address)

RESIDENCE PHONE :

MOBILE :

EMAIL ID :

GUARDIAN'S MOBLE NUMBER :

GUARDIAN'S EMAIL ID :

Please affix you photograph

EDUCATIONAL QUALIFICATION :

NAME OF EMPLOYER :

(if employed)

LANGUAGES KNOWN :

(speaking ability)

SOURCE OF SPONSORSHIP :

(for non-Indian nationals)

HAVE YOU EVER BEEN REFUSED VISA :

(if yes, please state the reason)

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME ?

(if yes, please state the details)

DO YOU HAVE ANY PHYSICAL DISABILITY OR KNOWN PHYSICAL/MENTAL CONDITION ?

(If yes please state the details)

I, _____ hereby declare that apart from what I have mentioned above, I have no other known physical or mental health condition that would prevent me from satisfactorily completing the course in the stipulated time period.

IDENTITY DOCUMENTS SUBMITTED :

(you will have to submit documents for identity and residence proof)

- Passport Pan Card
 Voters ID card Latest MTNL bill
 Ration Card Birth certificate
 School leaving certificate / Board Exams Results
 Any govt ID card Aadhaar Card
 Pan Card Passport
 If any other card state details _____

COURSE ENROLLMENT

SELECT THE COURSE YOU WOULD LIKE TO JOIN :

- One-Year Diploma in Photojournalism
- One-Year Diploma in Commercial Photography
- One-Year Diploma in Commercial Photography (Evening)
- Two-Year Diploma in Commercial Photography & Filmmaking

ENROLLMENT FOR ACADEMIC YEAR : _____

(for eg, if the course is starting in September 2017, then mention 2017-18)

WHAT DO YOU SEEK FROM THIS COURSE ?

WHAT PHOTOGRAPHY EQUIPMENT DO YOU OWN ?

SELF ASSESSMENT OF YOUR PHOTOGRAPHIC LEVEL :

- Taken pictures at home and vacations
- Serious amateur, experimenting with photography
- Professional

WHERE DID YOU GET TO HEAR ABOUT THE INSTITUTE AND THE COURSE ?

ARE YOU MEMBER OF ANY PHOTOGRAPHIC GROUP, CLUB OR ORGANISATION ?

(if yes, please state the details)

ARE YOUR PICTURES AVAILABLE ONLINE IN THE PUBLIC DOMAIN ?

(If, yes please mention the web address)

COURSE FEE

TOTAL COURSE FEE FOR ONE YEAR DIPLOMA YOU HAVE OPTED FOR * : Rs _____

(Total course fee due to institute as on the date of submitting this form)

YOU WILL BE PAYING THE COURSE FEE IN : One-time full payment Installments

While submitting this form, i.e. before a student's admission is confirmed, a student is required to pay only a non-refundable registration fee of Rs 10,000. After student's admission is confirmed by the institute, the registration fees will be considered as payment towards the refundable security deposit and the student will have to pay the remaining course fee. However, if a student's enrollment is not accepted by the school, then the entire registration fee shall be refunded, except a processing fee of Rs 500 will be deducted. The registration fee is non-refundable, if enrollment is canceled by the student. One can pay the entire fee too along with this form, and only Rs 10,000 shall be non-refundable till the student's admission is confirmed. Once the enrollment process is over and student's seat in the course is confirmed by the institute, then the entire course fee becomes non-refundable.

Mode of payment : cheque ** Demand Draft Bank transfer Cash

Amount paid : Rs / USD _____ towards Registration fee / Full payment / First Installment

Cheque / Demand Draft number :

(if payment is made by cheque or demand draft)

Transaction number :

(if payment is made by bank transfer)

* Please see Udaan website (<http://www.udaan.org.in>) or ask Udaan office for the fee.

** Cheque payments are subject to realisation

The receipt is subject to terms and conditions mentioned ahead in the application form

The cheque/demand draft needs to be made in favour of "UDAAN VISUAL ARTS EDUCARE PVT LTD" and sent to the following address :

Udaan School of Photography
Ajay Business Centre, T.H. Kataria Marg,
Matunga(west),
Mumbai 400011, India

For online bank transfers, following are the bank details :

Name of Account holder : Udaan Visual Arts Educare Pvt Ltd
Bank Name : Yes Bank
Bank Address : Mulund (West), Mumbai 400080, India
Account Number : 019583800003741
IFSC : YESB0000195
SWIFT code : YESINBB

Name of Account holder : Udaan Visual Arts Educare Pvt Ltd
Bank Name : ICICI Bank
Bank Address : Chembur, Mumbai 400021, India
Account Number : 623905034106
IFSC : ICIC0006239
SWIFT code : ICICINBBCTS

For online bank transfer, you can pay to either of the above bank, according to your convenience. After making the transfer please notify the school at +9619315130 / +91 22 65566655 or send a mail to admissions.udaan@gmail.com. On confirmation of the transfer, the school will send a digital receipt to the student, followed by a hard copy through courier.

TERMS AND CONDITIONS

- 1 The student must be above the age of 18 years and must have completed 12th standard (10+2) or equivalent.
- 2 All students are required to bring their own DSLR camera with at least a wide angle lens (prime or zoom) and a laptop. Preferably, the student should also own a telephoto lens and a tripod, but its not mandatory, for photojournalism students
- 3 The student needs to send two passport size photographs (one pasted and cross signed on this form) along with this application form. The completed form along with photostat copies of the required name/age/address proof documents and a non-refundable registration fee of Rs 10,000 should be sent to the following address :

Admission in-charge
Udaan School of Photography,
Ajay Business Centre, T.H. Kataria Marg
Matunga (west), Mumbai 400016, India

On receiving the above, the school shall send the student a receipt for the course/registration fee received, and the enrollment process will begin.

One can also register by sending scanned copies of the necessary documents, including the application form through email to admissions.udaan@gmail.com and make the necessary registration fee payment via Online payment, Cheque, Demand Draft or Cash deposited to Bank or at the institute's office

On completion of the registration process, the prospective student will be sent a questionnaire, which the prospective student should fill with as much as detail as possible and send the hard copy of the same to the admission office of Udaan School of Photography in Mumbai within fifteen (15) days of the date of the mail (with the questionnaire) sent to the student. The selection process will largely depend on the response to the questionnaire.

If the student's admission is approved, the remaining paperwork and payment of fees will required to be completed within 15 (fifteen) days of the date of the acceptance mail sent to the prospective student. On completion of the above process, the student's seat will be confirmed. If the enrollment process is not completed within the stipulated period, the registration & enrollment shall lapse.

For any clarifications regarding the enrollment process, you can call the admission in-charge on +91 9619315130 / +91 22 65566655 or send a mail to admissions.udaan@gmail.com.

4. For submitting the hard copy of the application form, one would need to take a print out of the application form, fill it and send it to the above mentioned address. The application form will need to be accompanied by a cheque/DD of Rs 10,000 as the registration fee course fee (*the amount of the fee will depend on if one is paying the full amount or paying in installments*) In either instance, an amount of Rs 10,000 (registration fee) will be non-refundable. Once the student's admission is accepted, the remaining course fee (as per the payment plan opted for) will have to be paid within 15 days, which is also non-refundable. In brief, prior to confirmation of the seat, Rs 10,000 shall be non-refundable and once the seat is confirmed, the entire course fee shall be non-refundable. So the students and their guardians are requested to be absolutely certain of the student's goal, before starting the enrollment process.
5. The course fee is non-refundable, except if a student has been refused a visa for entry to India or for any serious medical reason, that occurred to the student after the completion of the enrollment process. On submission of proper (verifiable) medical documents or refusal of visa documents, to the school, a refund of the course fee may be made to the student (prior to the commencement of the course), on the sole discretion of the school management. In this case, a processing fee of Rs 2500 (\$ 50) shall be deducted.

No refund of the course fee shall be made whatsoever, after the course begins, except for the security deposit.
6. If a course is canceled by the school then the entire fee will be refunded.
7. While the school takes all necessary safety measures regarding the health and safety of students, teachers and all equipments, Udaan Visuals Arts Educare Pvt Ltd shall not be legally or financially responsible for the same and in the event of any mishap or damage to health or equipment, legal proceedings shall not be initiated against the school or Udaan Visuals Arts Educare Pvt Ltd
8. Udaan Visuals Arts Educare Pvt Ltd shall not be responsible for any accident or mishap that occurs while students are shooting outdoors on their own or with school staff, and in the event of any such occurrence Udaan Visuals Arts Educare Pvt Ltd shall not be legally or financially responsible for the same and legal proceedings shall not be initiated against the school or Udaan Visuals Arts Educare Pvt Ltd
9. Students are responsible for any damage they cause to school equipment, furniture or property and will have to reimburse cost of the damage.
10. The school may video record the classes/teaching sessions for its own promotion and for enhancement of its courses in the future. The school may use all photographs/graphics created by students during the course, for its own promotion and for enhancement of its courses in the future
11. The school can cancel the admission of any student for unruly behaviour if he or she violates the school rules and the terms and conditions. No refund shall be made in such cancellations of admission.
12. The professional learning programs are full time courses and the student is expected to be available for the course at all times.

DECLARATION

I hereby declare that the information provided above by me, is true to the best of my knowledge and am liable for any action if found wrong and I have read and agree to comply with the Terms and Conditions mentioned in this application form.

Date :

Signature of the applicant