

CADD Centre Lanka (Pvt) Ltd – Terms and Conditions

When a student registers with CADD Centre Lanka, they are entitled to utilize the services provided by the Institute.

This document describes the terms, the rules and the guidelines to be followed:

1. The institute expects students to attend to all the lectures for the relevant course conducted and this will be strictly monitored.
2. Students need to possess a PC with the required configuration and internet connection to participate in the online classes. Video feed/Camera and Audio feed /Mic will be required to be turned on during certain classes/assessments.
3. Students are advised to wear smart casuals or formals during online sessions with video/physical class room sessions.
4. Students must produce the NIC for identification and payment verification. Your MS Teams ID will be utilized for additional verification.
5. The MS teams ID provide to you is only for use within the institute and using it for any external purposes without the acknowledgment of the Management is strictly not permitted.
6. The MS Teams ID credentials cannot be passed on to anyone except to whom it was assigned to.
7. All the students are expected to maintain professional conduct and are advised to maintain the discipline and decorum of the organization at all time by adhering to the measures adopted by the CADD Centre Lanka. The students should not engage in disruptive conversations or should not behave in any ill manner during the lectures.
8. Students are required to be available for the training sessions ten minutes prior to the scheduled time of the lecture, exceeding which they might not be allowed to attend the session.
9. Students must inform in advance any delay or absence to the respective coordinators in writing. In case of absence, students should provide a valid reason for the absence with proof, Eg: medical certificate.
10. Students who are continuously absent for more than three sessions will be transferred to another batch along with a penalty.
11. Students are not permitted to leave the online/physical session without intimating the tutor/lecturer and the centre manager.
12. Students are advised to maintain their own notes/note book for the training sessions.
13. Students who fail to bring the required stationery/tools for any given session despite prior information will be allowed to attend the session after being subject to a penalty.
14. Students should not contribute towards any element of distraction during ongoing classes (using mobile phones, speaking out of turn, commenting, etc.)
15. The student is responsible for leaving the premises in the same condition, natural wear and tear excepted, as upon his/her entry of the premises; any necessary cost or expense in cleaning, or for damage caused by the student will be levied on the student.

16. Smoking and Alcohol consumption is strictly prohibited within and at the vicinity of the Campus. Since we aim to provide a conducive atmosphere for learning , we prohibit students from entering the campus after smoking/consuming alcohol.
17. Any amendments to the scheduled time table (rescheduled/extra classes) will be notified in advance. Students are also advised to check with the coordinators in case of any clarification.
18. For any clarification with regard to the time table, the students must contact the help line/ IT support during the office hours. Students are strictly advised not to communicate with lecturers to amend or reschedule class timings as per your accord and CADD Centre Lanka will not hold any responsibility or will not accommodate such changes.
19. Students must report to the CADD Centre Management/coordinators immediately regarding any issues including Lecturer conduct, unsatisfactory teaching, discrepancy in syllabus, poor class coordination, etc.
20. Students could contact the office/front desk to avail details regarding payment for long duration courses (exceeding 6 months duration).
21. Assignments or final projects must be submitted towards the end of the training programme on the stipulated deadline, failing which they'll bear a penalty for re-submission.
22. Students who purchase the CADD Centre Global books will only be eligible for CADD Centre Global Certification. All the other students will receive only CADD Centre Lanka certification.
23. Once the Assignments or final projects are submitted at the Front Desk (CADD Centre Lanka) / via online submission you will have to immediately fill a course completion form. You will then receive an email regarding the procedure for receiving the certificate soft copy. To obtain your Hard copy certificate you must bring your student card/ID no. with your reference number to prove your identity. If you wish to receive your certificate via courier, you'll be required to bear the courier charges.
24. It is the student's responsibility to collect the certificate within one year from receiving the E-certificate, after which a certificate re-issue charge will be collected.
25. CADD Centre Lanka will not be held liable for any items lost, misplaced, stolen or damaged. The student is responsible for the safety/security of his/her property including PC/laptop, mobile phone, etc. The students are required to exercise additional caution while installing external software to their personal devices.
26. CADD Centre Lanka Management reserves the rights to make any amendments to the time table if required, which will be notified to students.
27. Management reserves the right to discontinue any student at any time during the course for any misconduct.
28. Students / Parents could directly contact CADD Centre Lanka via the respective coordinators or email to info@caddcentre.lk
29. CADD Centre Lanka reserves rights to change or modify the above terms & conditions at any time with or without prior notice.

Fees and Penalties

1. The course fee can be paid in a maximum of two/three installments for short term courses and an additional charge of LKR 1000.00 will be levied for each installment.
2. Every student must complete the installment payment of the course fee on or before the completion of half the course duration. Students who fail to make the payment will be restricted from attending the forthcoming classes.
3. Course fee and the registration fee are not refundable under any circumstances.
4. Additional Discounts will be offered to student groups of over 5 and for corporate clients depending on the size of the group and group discounts will be applicable only on the final installment of the payment. To get eligible for the group discount, the group of students must make sure to complete the course in full and to settle the payment on time.

Fee/Penalty Description	Amount (LKR)
Registration Fee	2000.00
Installment Surcharge	1000.00
Transferring from one batch to another	30% of course fee
Assignment late submission (within one year)	10% of course fee
Assignment late submission (more than one year)	50% of course fee
Issue of TVEC Certificate	2000.00
CADD Centre Global Certification	Book fee extra
Certificate/Book courier	Charges will depend on location
Certificate Re-issue	2000.00
Damage to institution property/Cleaning charges	As per the extent of damage/cleaning
Activity Late Submission (Only for Interior Design)	3000.00
Failure to bring stationery/tools	1000.00

E- Certificate Print Out

If you wish to print and use your CADD Centre E-Certificate received via email, you can follow this procedure:

1. Save the E Certificate to a pen drive/storage device.
2. Color print each part of the certificate on one individual art board (at least 250 GSM), hence two art boards will be required for the two parts of the certificate.
3. Laminate the color printed art boards.
4. The certificate can be verified by typing the ID number provided to you into the CADD Centre Website. You can request the course coordinator for the certificate verification portal.