



# **TOKEY MARTIAL ARTS ACADEMY**

## **GENERAL GUIDELINES**

- I. Must read everything written in student's copy / Form.
- II. Admissions are to be done from 1<sup>st</sup> to 5<sup>th</sup> of every month.
- III. Trial class is offered for first two days.
- IV. Last date for the payment of fee is 5<sup>th</sup> of every month. If not paid before 5<sup>th</sup>, 10/- will be charged for per day till the month ends.
- V. For absent without information, 20/- will be charged for per day. Regular absent for three months can lead to termination of admission.
- VI. Fee / Other Charges may fluctuate any time without prior notice.
- VII. Year starts form 1<sup>st</sup> April and ends on 31<sup>st</sup> March.
- VIII. Payments if any must be made in advance.
- IX. Instructor / Master / Teacher / Chief Instructor / Assistant Instructor can terminate any admission before any prior notice.
- X. No relaxation in fee will be given to anyone under any circumstances.
- XI. Receipts must be given to students.
- XII. ID Cards will be issued after three months of the date of application submitted.
- XIII. Color Belt grading certificate will be issued after one month of Grading.
- XIV. Belt Ceremony will be done after one week of Grading.
- XV. Dan Certificate will be issued after three months of Grading.
- XVI. Athlete showing indiscipline can be terminated by Instructor
- XVII. NOC on leaving the Academy will be issued after one month.
- XVIII. On change of State NOC will be issued by State Association (Not under the Power of Academy).
- XIX. Belt, Uniform, Academy, Instructors, seniors and Batch Mates must be respected by Athletes.
- XX. Parents are not allowed to interfere the Class.
- XXI. Make sure the Rule Book is given to the student.
- XXII. Cell phones must be either on silent mode or on switched off mode during the training hours.
- XXIII. Monthly fee will be taken if Student joins after 15<sup>th</sup> of Month.
- XXIV. If a student is on leave for one month then student is liable to pay half fee for the month.
- XXV. For any explanation and clarification please contact the respective Instructor.
- XXVI. Academy's holidays will be:
  - a. All the Sundays and Saturdays.
  - b. All the govt. holidays of the year.  
(Classes on the listed holidays can be taken by instructor on requirement or on interest. However that holiday will be adjusted.)

*With Best Wishes*  
*Tokey Martial Arts Academy*