

## GENERAL RULES AND REGULATIONS

In all of our operations, Vibe Education is dedicated to upholding the highest ethical standards and adhering to all relevant laws and regulations. Our varied policies and processes reflect it. We have posted the policies and procedures to our learning management system (LMS) and student hand book. All students are urged to carefully understand and adhere to the policies and procedures. The student assistance coordinator or other pertinent staff will always help you achieve the essential abilities and academic standards.

Depending on the awarding organizations, the Institution is affiliated with, there may be some variation in specific Policies and Procedures. The awarding body's handbooks provide a considerable measure of clarification on this.

All students are advised to comprehend and abide by the following Institution rules and regulations in addition to those policies and procedures.

1. The relevant awarding body or university handles every aspect of registration. Only after gaining their consent can the candidate's admittance be verified. The management of Vibe Education Institution is not involved in setting the admissions standards and will not be held liable if admission is rejected by the awarding body or university.
2. The Institution shall only perform registrations, instruction, assessments, certificates, etc. in accordance with the rules of the relevant awarding body or institution.
3. The student may only obtain the certificate after successfully completing all modules, the thesis, project, or assignment, as well as the evaluation, and after making full and complete payment of all payments owed.
4. Students' personal information is kept by Vibe Education and its affiliates. This information includes their names, addresses, phone numbers, test scores, attendance records, academic performance, and features like their ethnicity and special educational requirements. To maintain successful communication with students, it may use limited personal information (such as contact information).
5. If the necessary tuition or registration cost is not paid by the due date, admission will be revoked.
6. Under no circumstances is a fee refund permitted.
7. Behave ethically and honestly both on and off campus.
8. Any activity that is against the institution's rules and regulations must be avoided by students. Violations will be reported to the appropriate authorities, who will thereafter take disciplinary action against the offender.
9. When attending courses and other academic, co-curricular, and extracurricular activities, students must arrive on time and with diligence.
10. Without the administrative officer's prior approval, students are not allowed to bring any visitors into the classrooms or into the locations where Institution events are held. Those who disobey this directive will face harsh disciplinary measures.
11. The photographs and videos captured during events and activities will be shared on social media and perhaps utilized for marketing. Within a month of joining, any student who wishes to opt out of appearing in such videos or pictures must send an email to [studentsupport@vibe-edu.com](mailto:studentsupport@vibe-edu.com).

12. Students should behave in a manner that is both professional and disciplined. Additionally, they are instructed to abstain from any conduct that goes against the interests of the Institution. An educational institution must scrupulously uphold the proper decorum.
13. When on campus or in other areas where Institution events are held, all students should carry their ID cards and be prepared to provide them upon request to any member of the Institution staff or security personnel for examination. Entry to the campus is prohibited for students without ID cards. If ID cards are lost, the Student Support Coordinator must be notified immediately in writing, and new cards will be issued once the institution has received payment.
14. Use of tobacco, alcohol, illegal narcotics, and other substances is absolutely forbidden on campus. Violations will result in consequences, including expulsion from the Institution.
15. Penalties will apply if you intentionally or inadvertently tamper with any property or location.
16. Any kind of violence will not be tolerated on campus or in any other location where students are assembled for an Institution-related activity.
17. Students are warned against acting in a threatening or violent manner.
18. Students are occasionally asked to adhere to the guidelines forth by any Institution staff member. Discipline will be taken for noncompliance.
19. To avoid inconveniences like suspension from classes, registration cancellation, or exclusion from assessments, payments must be paid within the deadlines specified in the program fee policy.
20. Requests for No-objection, Bona fide, and letters approving visas must be submitted at least thirty working days beforehand.
21. According to the fee schedule provided at the time of admission, the students' course costs remain the same. However, the Finance Department will announce any changes to the registration and transportation fees well in advance.
22. All fees must be paid in accordance with the students' payment schedule.
23. Excess tuition payments may be carried over to the following semester. Refunds are not accepted.
24. Transferring tuition costs from one student account to another is not permitted.
25. Students with outstanding fees will not be allowed to advance to the next semester or register for the next academic year, and their academic records will be withheld. The student will be deactivated if there are two consecutive months of unpaid fees. Student will not be permitted to participate in the assessment or examination if fees are not paid in full prior to the final exam (based on the regulation).
26. For a minimum of one month, the Finance Department's published fees are also charged for the transportation fee, if applicable (please refer to additional service fee).

Personal data provided on your application form will be entered onto the Institution and its affiliated institution's computerized record system. This data will, at all times, be used strictly in accordance with the principles laid down by the Data Protection Policy.

Further information is also available on the Institution website [www.vibeedu.com](http://www.vibeedu.com)

## Non-Disclosure and Confidentiality Declaration

All written and oral information, including all materials and terms such as the amount of the fees provided by VIBE EDUCATION to me under this Declaration, is deemed “Confidential Information” regardless of whether it was provided before or after the date of this Declaration or how it was provided to me. “Confidential Information” also includes any and all specific and individual information whatsoever which is or may be provided directly to me by VIBE EDUCATION which said information is in any way related to or associated with my attendance at VIBE EDUCATION.

“Confidential Information” further includes and encompasses all data and information whatsoever, and in any form whatsoever, relating to the scholarship award (or any other scholarship funds) provided by and through VIBE EDUCATION to me pursuant to the terms, requirements, and conditions of the VIBE EDUCATION Tuition Assistance Program.

I acknowledge and understand that any unauthorized disclosure of the Confidential Information, in any form whatsoever, whether such disclosure is intentional or accidental, may result in legal or other action against me. Any unauthorized disclosure may ultimately result in termination of the financial assistance and/or could also result in my dismissal from VIBE EDUCATION. Any action taken shall be in the sole discretion of the VIBE EDUCATION Administration in order to protect the integrity and values of VIBE EDUCATION.

### International Students terms and conditions

- If you are an international student, the admission is conditional upon UAE immigration authorities granting the necessary student visa and entry permit.
- The provision of the program is contingent upon Vibe Educational Services, Dubai having received cleared funds from you or your sponsor in respect of the program fees for the program. If any sum payable in respect of the program fees is not paid in cleared funds on or before the due date Vibe Educational Services, Dubai reserves the right, to suspend the provision to you and refuse you entry to the program.
- KHDA has authorized and licensed Vibe Educational Services to provide credit-bearing UK qualifications. Vibe Educational Services does not offer degrees in Dubai. The UK Credits are given out by an awarding body like OTHM UK that accredits VIBE EDUCATION.
- Vibe Educational Services, Dubai has transfer agreements and progression pathways with partner universities that allow students to complete their graduation and earn degrees awarded by a partner university locally or internationally at its academic Center in the United Arab Emirates. These agreements give exemptions to relevant credits earned by students for the validated programs to award top-up Degrees in the final year upon completion of remaining credits.

## Student Undertaking Guidelines:

- Visa Application Form along with the dues mentioned in the fee table should be cleared in order for the Institute to apply for the Visa.
- It is mandatory for every student to place a refundable caution deposit to the institution. If you are an International Student the caution deposit will be refunded back to you upon cancellation withholding the cancellation charges within 30 days upon acceptance of cancellation by immigration authorities here.
- There is an Internship program organized by VIBE EDUCATION for its students, All dues, not limited to caution deposit or any other dues such as Administration or Academics have to be cleared and the student should obtain a No Due from the Institute in order to obtain an Internship opportunity provided by the institution, and the NOC for the internship will be provided to the student after completion of the first semester.
- In rear cases, the security deposit can be considered from the paid Tuition or any other fee as these fees are mandatory upon Application. Some cases which will be considered are as Lateral entry where the student could not join the batch on time and has skipped the Instalments
- All International Students are required to submit their flight tickets one week prior to their visit to Dubai. Also, flight tickets should be only booked after you receive the final entry permit from VIBE EDUCATION.
- The Student gives the Institute consent to record the student's interviews, use quotes, images, videos, and also edit and use them on social media platforms.
- The Student agrees to adhere to the terms and conditions mentioned in the Student Handbook and comply with it. Any violation towards any of the Policies and procedures implemented at VIBE EDUCATION, strict Disciplinary action will take place with Warnings and also being expelled from the institution.
- Once any fees paid will not be refunded, any rear cases of Visa rejections refund will be applicable as per the refund policy.
- Issuance of Emirates ID, and also the stamping of the visa on the passport solely depend on the government authorities here. The Institute can update the student on the status yet cannot assure when the students can obtain it. It is usual that the students can receive it within 45 days.
- The Student accepts all the terms mentioned in the Visa Application Form, Student Undertaking Form, Visa Guideline Form, Student Handbook, and Policies & Procedures Handbook and agrees to abide by it at all times.