

TERMS AND CONDITION

This page outlines the "Terms and Conditions" governing your use of the online payment system for admissions at Skills Centric. We kindly ask you to read this information carefully. If you do not agree with the Terms and Conditions presented here, please refrain from using this process. By proceeding with the payment, you are expressing your acceptance of these Terms and Conditions. Skills Centric reserves the right to modify these Terms and Conditions at any time by updating this page. We recommend that you check this page regularly to stay informed about the Terms and Conditions, as they are binding upon you.

Skills Centric is dedicated to upholding the highest standards of data security and transparency in the collection, retention, and usage of information you provide to us about yourself on this site ("Personal Information"). This includes information you share when creating an account, making payments, or interacting with our services through www.skillscentric.com.

THE PERSONAL INFORMATION COLLECTED MAY INCLUDE

- Your name and contact details
- Your occupation and professional background
- A unique user ID and password chosen by you
- Your email and mailing address
- Phone numbers and any other relevant contact information
- Limited personal details as needed for our services
- Any additional data required by Skills Centric Company to provide our services

This Privacy Policy outlines how we collect, use, and safeguard your Personal Information. We encourage you to read it carefully.

By using our website, you agree to comply with all the terms and conditions outlined in this Privacy Policy (which may be updated periodically), and you accept the implications of these terms."

COLLECTION OF INFORMATION

Site Browsing: You can visit our website without disclosing your identity or any Personal Information. While browsing, you may remain anonymous; however, certain features and functions may require you to provide Personal Information if you wish to access them. For instance, by completing the online admission form, you will be sharing your Personal Information with us.

During your visit to our website, our system may automatically capture some general

data ("General Information") related to your browsing session, such as: The date and time of your visit

The URL of the website that referred you to ours, if applicable

It is important to note that this General Information does not constitute Personal Information. Skills Centric tracking mechanisms do not associate this data with identifiable users or personal profiles.

We utilize General Information for purposes such as statistical analysis, monitoring overall traffic trends on our website, and assessing public interest in Skills Centric. This General Information may be shared at our discretion with third parties. Any content or communication you choose to send to, or post on, public sections of our website including questions, comments, or suggestions will be considered non confidential and non-proprietary. We reserve the right to treat such information accordingly.

ACCESS TO PERSONAL INFORMATION

Access to the Personal Information collected by Skills Centric will be restricted to authorized personnel only. This includes employees of Skills Centric and designated third party vendors contracted to provide administrative services. These third parties may need access to your Personal Information in order to facilitate tasks such as data entry, managing records within our database, processing admissions, preparing invoices, or sending communications.

While we strive to choose reliable partners, Skills Centric cannot guarantee the confidentiality of your Personal Information once it is shared with these third parties. Therefore, we will not be held accountable for any breaches of confidentiality that may occur as a result of their access to your data.

We are committed to respecting the privacy of our participants and all individuals who visit our website. We take measures to ensure the confidentiality of the Personal Information you provide during the admission process and want to assure you that we will not sell your personal information to any third parties for commercial or marketing purposes.

DATA PROTECTION

By registering online, you acknowledge that the Skills Centric will collect and process your information for the following purposes:

- To facilitate the registration and verification process

- To enhance our understanding of applicant demographics for strategic planning and development

- To maintain accurate records of our applicant base

- To support the growth and development of Skills Centric professionals

Your information will be treated with confidentiality. In summary these state that personal data shall

Be processed fairly

Be adequate, relevant and not excessive for the purpose

Be accurate and up-to-date,

Not be kept for longer than necessary for the purpose,

Be kept safe from unauthorized processing, and accidental loss, damage or destruction,

Not be transferred to a country outside the INDIA, unless that country has equivalent levels of protection for personal data, except in specified circumstances.

SHARING CONTACT DETAILS

We do not share your details with any third party organizations. The information we hold about you is for internal purposes only. We do display student details in the secure student sign-in area of the website. We may also at times make photographic, video or audio recordings of the course or share exemplary examples of work to enhance the attendance and home study programs.

STUDENTS RECORD

We collect student information to process orders, provide excellent service, and support enrolment and education needs, including sharing relevant background details with personal tutors.

Tutors maintain secure student records, which are either encrypted or locked, and are destroyed after 6 months of inactivity post-course expiry. While student assignment records are deleted after the same inactivity period, grades and feedback may be retained indefinitely.

Student records are confidential and shared only with faculty members for marking and quality assurance; students can request access to their records at any time and correct any inaccuracies.

Students are responsible for keeping their personal information up to date. Additionally, samples of student work may be utilized as model examples in coursework, with prior notification and anonymity assured.

SECURITY

Skills Centric shall not be responsible for any mishaps arising from a User's failure to safeguard their data from being viewed by others on their screen or from any other

potential breaches during the Online Payment process. Additionally, Skills Centric is not liable for any inaccuracies resulting from the provision of incorrect information during the Online Payment process.

REFUND POLICY

We regret to inform you that we are unable to provide a refund; however, we are pleased to offer you the option to reschedule one of the events within the year to ensure that you can complete the course successfully.

Refunds, if any, will only be issued to the debit or credit card used for the initial transaction; if the student departs SKILLS CENTRIC before the end of the course time, they will not be eligible for a reimbursement of the amounts paid. For the avoidance of doubt, this policy does not require the College to reimburse fees (or a portion of them) unless those fees have already been paid.

After providing a successful PIN, OTP, etc., please wait 24 hours to find out the transaction's status if there are any errors in the page or browser. Convenience charges will not be reimbursed in the event of refunds for duplicate transactions. Refrain from paying the same pupil twice. For information on the transaction's status, send an email to info@skillscentric.com.

CHANGES TO OUR PRIVACY POLICY

Every function of the websites that SKILLS CENTRIC offers is covered by this privacy statement.

You can reach us via our website or via email at info@skillscentric.com if you have any queries concerning our privacy statement.

We may modify our services by adding, removing, or altering offerings at our discretion. We reserve the right to discontinue any service at any time. Additionally, we may update the terms and conditions related to Online Fees Payments without prior notice. This document is reviewed regularly, with the most recent update made in 5/1/2025.

CONTACT DETAILS

Email: info@skillscentric.com

Phone Number: 9994311620