

## Terms and Conditions

### Guidelines for learners enrolling in Oneistox Learning Experiences

The Oneistox Learning Experience (OLE) is aimed to provide a conducive environment for people to upskill and explore various fields of interest related to design and architecture by providing extremely high quality curated experiences by industry experts.

The Oneistox Learning Experience aims to provide an online as well as offline knowledge sharing platform immersed in the ideas of 'Learn, Connect and Innovate' - to create a unified creative community of like-minded designers.

The Oneistox Learning Experience aims to be a testbed for new ideas, processes and creations while facilitating the best learning opportunities for everyone without differentiation, providing participants with diverse opportunities to explore varied fields of interest going beyond the orthodox education while trying to push the boundaries of innovative design knowledge.

The courses in Oneistox Learning Experience are intensive and interactive in nature. The courses typically range between 2-8 days and aim to :

- Present hands-on and practical formats wherein to test one's skills in the real world
- Allow for opportunities wherein people are encouraged to discover and explore new topics
- Foster connections with renowned mentors and industry experts for an in-depth understanding of the field
- Facilitate a collaborative and engaging learning environment that also allows for knowledge-sharing and growth through diverse peer interaction

**Following rules and regulations shall govern registration, conduction and evaluation of all Oneistox Learning Experiences("OLE"). These rules are effective for all students registering for Oneistox workshops from May 18, 2020 :**

- I. Criteria of Eligibility**
- II. Process of Registration**
- III. Refund Policy: Transfer and Cancellation**
- IV. Attendance and Awarding of Certificates**
- V. Guidelines for Decorum and Discipline**
- VI. Additional rules for the Participants opting for travel based course**
- VII. Rules and Guidelines for International Participants**
- VIII. Liability and Disclaimer**

## I. CRITERIA OF ELIGIBILITY

- a) The Oneistox Learning Experience is open to all enthusiastic learners
- b) **For Offline Learning Experiences:** Indian Citizens are required to show valid government ID. All non-Indian Citizens must produce their travel documents before commencement of the workshop including and not limited to Visa and Passport.
- c) **For Online Learning Experiences:** Access to a laptop or computer with a working webcam and microphone is required to attend the workshops. A strong internet connection is also recommended.

## II. PROCESS OF REGISTRATION

- a) All registrations to Oneistox workshops are through learner accounts created on [www.oneistox.in](http://www.oneistox.in)
- b) A participant can register for courses only after (s)he has paid the fees as per requirement.
- c) All valid X-credits, coupons and scholarships can be redeemed at the time of registering for both Offline and Online Oneistox workshop
- d) Discounts available at the time of registration (for individual and group) are regularly updated on the Oneistox website [www.oneistox.in](http://www.oneistox.in)

## III. REFUND POLICY

If due to unavoidable circumstances, the attendee is unable to attend the workshop registered for, he/she may choose to get a refund in the form of Xcredits to avail for a future workshop.'

### **Details of refund are as follows :**

1. In case of cancellation by the attendees, the refund will be granted in X-credits only. The received X-credits may be applied for registering for other Oneistox workshops.

2. The X-credits have a validity period of 1 year.
3. The amount of X-credits refunded will be calculated as per the timeframe in which the cancellation request is received by Oneistox.
4. The calculations for X-credit refund will be on the registration fee only.
5. In cases where the registration was done in a group, or bundle, the following scenarios are possible :
  - i) If only a fraction of the group wishes to cancel, the member/ members of the group who wish to cancel shall be according to the amount paid by them individually. The refund shall be calculated as per the timeframe in which the request for cancellation is received.
  - ii) If the entire group raises a cancellation request, the entire group will be considered a single entity and the X-credits will be refunded as per the timeframe in which the cancellation request is received by Oneistox

**TABLE 1 : REFUND TIMELINE FOR ONLINE LEARNING EXPERIENCES**

Timeframe	Refundable X-credits (% of the amount registered at)
$0 < t \leq 3$	10% of paid amount is returned (not including GST)
$3 < t \leq 7$	35% of paid amount is returned(not including GST)
$7 < t$	75% of paid amount is returned (not including GST)

**TABLE 2 : REFUND TIMELINE FOR OFFLINE LEARNING EXPERIENCES**

Timeframe	Refundable X-credits (% of the amount registered at)
$0 < t \leq 7$	10% of paid amount is returned (not including GST)
$7 < t \leq 14$	45% of paid amount is returned(not including GST)
$14 < t \leq 42$	65% of paid amount is returned (not including GST)
$42 < t$	85% of paid amount is returned (not including GST)

## **Cancellation by Oneistox**

- a) In case of a natural calamity, or an emergency, the workshop might be postponed to ensure the safety of the participants. All the attendees will be informed of the new dates at the earliest. If an attendee is unable to be present for the workshop on the new dates, he/she may choose to get a refund of the registration fee in 100% X-credits only.
- b) In case of cancellation of a workshop by Oneistox due to any other reasons, all the attendees may choose one of the following :
  - i) Avail 100% refund of registration fee in the bank account.
  - ii) Get rewarded with X-credits worth 120% of the registration fee

## **IV. ATTENDANCE AND AWARDING OF CERTIFICATES**

- A. Attendance
- B. Awarding of Certificates

## IV A. Attendance

- a) Minimum attendance requirement to earn the credits for the Oneistox Learning Experience opted is 75%.
- b) Participants who are found not attending the course will not be able to acquire a completion certificate.
- c) In the event of prolonged illness/hospitalization, the minimum attendance requirement, for both online and offline courses, to receive a certificate of completion for a course is 50%. The medical certificate has to be submitted on the day of joining back after the medical leave. This certificate will be verified by Oneistox. The participant must intimate the concerned Oneistox Learning Experience Organiser or Mentor about illness / hospitalization as soon as it is practical but before the date of joining back.
- d) Any exceptional cases not meeting the above requirements will be reviewed by a committee constituted by Oneistox Learning Experience Head along with the concerned Oneistox Learning Experience Organiser as well as the respective mentor.
- e) If a participant is observed attending any other course apart from the allocated one, strict action will be taken against him/her.
- f) If any participant feels that the interim or final result in any course is erroneous or unfair, the participant should first contact the mentor to resolve the issue within five working days of the announcement of the relevant result. If the issue remains unresolved, the participant may appeal to the Learning Experience Organiser, within 7 working days of the completion of the Learning Experience.

## IV B. Awarding of Certificates

- a) A participant must have cleared the course as per Oneistox Learning Experience criterias before the award of the certificate from Oneistox.
- b) The Oneistox Learning Experience Head will be the signing authority for the award of the Certificate along with the Oneistox Learning Experience Mentor.
- c) Provisional certificates will not be provided.
- d) Please note that the Oneistox Learning Experience is not an accredited course and has no affiliation to any specific university or that the course completion results in gain of credits of any nature.
- e) The certificates awarded for both Online and Offline workshops will be in the form of E-certificates which can be found in your learner dashboard at [www.oneistox.in](http://www.oneistox.in)

## V. GUIDELINES FOR DECORUM AND DISCIPLINE

At Oneistox, we ensure a positive learning experience for all involved.

**V A.** We aim to facilitate the best learning opportunities for everyone without differentiation. If you have any disability or medical condition that requires us to make special arrangements for you or any special dietary requirements, please email us at support@oneistox.com as soon as possible and in any workshop at least 2 weeks prior to the date of the Workshop.

**V B.** Further, all Intellectual Property Rights in the Course Materials, Online Courses and the speeches made by mentors at the Online Courses are, and remain, the intellectual property of Oneistox Network Pvt. Limited and or the Mentors of Oneistox, licensors, whether adapted, written for or customised for the Client or not.

You are not authorised to:-

- a) Copy, modify, reproduce, re-publish, sub-licence, sell, upload, broadcast, post, transmit or distribute any of the Course Materials without prior written permission;
- b) Record on video or audiotape, relay by videophone or other means the Online Course or Taught Course given
- c) Use the Course Materials in the provision of any other course or training whether given by us or any third party trainer;
- d) Remove any copyright or other notice of Oneistox Network Pvt. Ltd. on the Course Materials;
- e) Modify, adapt, merge, translate, disassemble, decompile, reverse engineer (save to the extent permitted by law) any software forming part of the Online Courses.
- f) Breach by you of the above-mentioned points (a-e in V B.) shall allow us to immediately terminate these terms and conditions with you and cease to provide you with any Services, including but not limited to access to the Online Courses.
- g) In consideration of the Fees paid by you, we grant to you a limited, non-transferable, non-exclusive licence to use the Course Materials and the software in respect of the Online Course for the sole purpose of completing the Online Course and / or attending the Taught Course.

**V C.** The following guidelines must be followed by all participants of Oneistox Learning Experiences:

- a) High standard of discipline is expected from all the participants. Basic guidelines for the code of conduct have been included in the agreements signed by the Participants, at the

time of admission. Any infringement of the laid down norms will result in disciplinary action and if needed leading to expulsion from the Oneistox Learning Experience. A Committee appointed by the Oneistox Learning Experience Organiser and Mentor will examine the case or cases and submit recommendations to Oneistox Learning Experience Head. Oneistox Learning Experience Head will act on the recommendations as deemed necessary.

- b) Any indecent behaviour or an act of mental or physical torture to any fellow participant shall be considered as a serious act of indiscipline and will attract severe punishment.
- c) No participant will indulge in ragging of any form in the duration of the Oneistox Learning Experience whether it be in any of the offline domains or online as well. A reported alleged case of ragging will be processed as per guidelines laid down by the Government of India.
- d) Smoking is prohibited in the venue in the duration of the enrolled Oneistox Learning Experience.

**V D.** Additionally, all participants must agree to sign the following Undertaking :

## **Undertaking from the Participants enrolling in the Oneistox Learning Experience**

### **A. I will not indulge in to:**

- 1. Ragging of any kind as the same is prohibited by law;
- 2. Willful defiance of orders & instructions issued from time to time;
- 3. Create any obstacle in the smooth running of the courses;
- 4. Insubordination to Mentor and/or Oneistox Learning Experience team directly or indirectly;
- 5. Carry out any unlawful activity.

### **B. I will maintain:**

- 1. Correct personal behaviour & conduct towards all while inside classes/studios, workshops, laboratory, office, in / off event premises.
- 2. Sense of proportion & balance during extracurricular activities.

### **C. I will abide by:**

- 1. Any instructions & directions issued by the faculty & administrative authorities in the letter & spirit intended;
- 2. Manage any funds placed at my disposal economically, truthfully & submit accounts at laid down schedules;
- 3. All teaching sessions of the course(s) offered;

- D. I fully understand that during the Site Visit (s) / Field Survey (s ) and Project work I am required to carry out work on my own & independently and follow the general sessions guidelines.
- E. I understand and agree that Oneistox Pvt. Ltd. reserves the right to make changes to the Experience or travel (if required) at any time and for any reason, with or without notice, and the Onesitox Pvt. Ltd. shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. Oneistox Pvt. Ltd. is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether Oneistox Pvt. Ltd. makes a flight arrangement. Any additional expense resulting from the above will be paid by me.
- F. I understand that Oneistox Pvt. Ltd. neither commits nor proposes to obtain any approval, endorsement, rating or recognition from any non-statutory organizations.
- G. I hereby indemnify and agree to keep the Oneistox Pvt. Ltd., its management, team, and mentor fully indemnified against all claims, loss or damage whatsoever in respect of death, injury, disability or any loss or damage whatsoever arising from any cause in connection with the my participation therein.
- H. I hereby certify that the information provided by me is true to the best of my knowledge  
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- I. I grant permission and consent to Oneistox Pvt. Ltd for the use of the photograph(s) and/or video content acquired during my participation in Oneistox Learning Experiences for presentation under any legal condition, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content. I understand that no royalty, fee, or other compensation shall become payable to me by reason of such use. I understand that my consent for the use of this(these) photograph(s) and/or video content may never be revoked.

**For International Participants Only (Points I Through M)**

- J. I will be a participant at Oneistox Learning Experience and undertake the courses as indicated in my registration form
- K. I agree to adhere to the provisions of the visa granted to me by the Government of India and Oneistox Pvt. Ltd. Oneistox Pvt. Ltd. and/or any of its staff,



employees and agents are not to be held responsible for my actions that may be in violation of the above-mentioned provisions and agreements.

- L.** I represent and warrant that I will be covered throughout the Experience and throughout my stay in India by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries I may sustain or experience. I hereby release and discharge the Oneistox Pvt. Ltd. from all responsibility and liability for any injuries (including death) illnesses, medical bills, claims, damages, bills, charges or similar expenses I incur as a Participant.
- M.** I further represent and warrant that I have no condition, physical or mental, which requires special medical attention or accommodation during my participation in the Experience.
- N.** Understand and agree that Oneistox Pvt. Ltd. reserves the right to make changes to the Experience or travel (if required) at any time and for any reason, with or without notice, and Oneistox Pvt. Ltd. shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. Oneistox Pvt. Ltd. is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether Oneistox Pvt. Ltd. makes a flight arrangement. Any additional expense resulting from the above will be paid by me.

## **VI. ADDITIONAL RULES FOR THE PARTICIPANTS OPTING FOR TRAVEL BASED COURSE**

Oneistox Pvt. Ltd. reserves the right to make changes to the Experience or travel (if required) at any time and for any reason, with or without notice, and Oneistox Pvt. Ltd. shall not be liable for any loss whatsoever to me by reason of any such cancellation or change but will substantiate each participant according to the rules mentioned in **Section III D. Cancellation by Oneistox** in **Section III Refund Policy** based on the preference selected by the participant. Oneistox Pvt. Ltd. is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes. Any additional expense resulting from the above will be paid by the participant.

Participants are financially and logistically responsible for aspects related to air/rail tickets, local travel, visa & insurance (in case of international field visits), food and other incidental expenses.

### **A. Passport:**

For international travel, you must have a passport in your possession, valid for up to 12 months past your return date. This requirement, though, varies from country

to country. If you do not currently have a passport with this validity, you should apply for a new passport immediately.

**B. VISA:**

Trips to international destinations will require a visa. Participants planning to apply for International travel are advised to proceed themselves with the visa requirements of the country of their destination. Participants may be required to travel to the Embassies or Consulates of the countries to get the visa.

**C. INSURANCE:**

Any participant of the Oneistox Learning Experience will need to make their own arrangements.

**D. FIELD VISIT EXPENSE:**

Field visit expenses within India are based on III rd A/C railway fare, shared accommodation, and food. Actual cost related to the field visit may vary from the figure mentioned in the Oneistox Learning Experience Page, depending on various factors like time of booking, type of accommodation etc.

## VII. LIABILITY AND DISCLAIMER

- a) Our sole liability in relation to any cancellation, postponement or change of venue shall be limited to the price paid by you for such a Workshop and we shall not be liable under any circumstance for any consequential losses.
- b) In providing this workshop, no person is acting as your solicitor or providing you with legal advice. We are providing you with training, template documents, and guidance.
- c) Participants shall be responsible for making and paying for your own travel and accommodation arrangements to and from the Workshop if not specified for the workshop.
- d) If the participant is late at the workshop or prevented from attending the Workshop due to travel delays or any other circumstances, we shall not be obliged to provide you with a refund or to wait to start the Workshop until you arrive. Lunch and light refreshments shall be provided.
- e) Oneistox understands the need of security of your personal details related to the transaction that you enter on our website and that's why all the sensitive data related to your transaction/card is collected and processed through a

secured system from one of our partner's payment gateway. While entering all the data related to card/ banking account please check the green lock sign on the browser.

- f) Any changes to the terms and conditions shall be clearly mentioned in this document. We shall provide all participants with reasonable notice for any such changes and where required by law, we will obtain their consent or give them the opportunity to opt out of such changes.

**It will be understood that the participant registering for Oneistox Learning Experience has gone through the above-mentioned Rules and agreement and shall abide by it.**