



Form No.				
III	I	TRG	042	00

Institute of Supply and Materials Management

SRI LANKA

(Incorporated by Act of Parliament No.3 of 1981)

Registration, Course Fees & Payment Procedure

1. Registration:

Students will be registered on a Course only after the Registration Fee has been paid before the commencement of the Course.

Sponsored applicants may, however, be considered for registration on production of a letter from the Corporate Sponsor before the commencement of the Course.

Registration Fee is **NOT REFUNDABLE**

2. Registration Fees:

The registration fees are as follows:

Short Courses (07 Sundays / 12 Sundays) – Rs.5,000/=

One Year Course (Certified Supply Manager) – Rs.10,000/=

Diploma Course (GDPSCM) – Rs.15,000.00

3. Course Fee:

The Course fee includes the Registration Fee as well.

The fees in respect of each course are available from the Office / Website.

Payment of fees must be completed on or before the appointed date.

4. Installments:

The course fees for short courses must be paid in two installments (excluding the registration fee) as specified in the course time table.

However, in the other courses needy students may apply in the prescribed form to Director Training for installment payments. Such students could be considered for installment payment on a case by case basis entirely at the discretion of Director Training.

5. Refunds:

Enrolled students may apply in writing to Director Training for a refund of the course fees (excluding the registration fee) for reasons acceptable to the Institute within three weeks of the commencement of the Course. No refund of the course fee will be available thereafter.

6. Transfer Policy:

Transfer to another Course from that originally registered in lieu of a refund is possible on application to Director Training in writing within two weeks after the commencement of the Course for reasons acceptable to him. Applications will be considered at his sole discretion.

7. Sponsored Applicants:

Sponsored applicants may be considered for registration on the Course on the production of a letter of sponsorship from the Corporate Sponsor on the guarantee of the sponsor / student that the payment will be completed on or before the specified date for completion of payment.

8. Method of Payment:

All payment should be deposited in favour of Account No74668943, Bank of Ceylon, Independence Square, Colombo 07. The copy of the bank (payment) slip in duplicate should be sent to Director Training, Institute of Supply & Materials Management, 275/75, Prof. Stanley Wijesundera Mawatha, Colombo 7, in support of the payment, with the following particulars **written clearly in BLOCK LETTERS** on the bank slip:

Name of the applicant / student and NIC No
Name of the Course (with course ID number)

9. Default:

All payments shall be completed on or before the specified date/s. Those in default of payment will not be allowed to attend lectures / sit for the Final / Module examination in addition to taking any other steps that may be deemed necessary.

For further clarification please contact the Training Directorate at Telephone No. 011-2555562 or E-mail: dt.ismmedu@gmail.com, Tele/Fax No. 0112-584302.