APPROVED BY:

DIRECTOR OF GAZARCHIN INSTITUTE ,

VICE PROFESSOR D.NARANZUL

**FOREIGN STUDENT STUDY CONTRACT AT GAZARCHIN INSTITUTE**

\_\_\_\_\_\_ year\_\_\_ month\_\_\_day № \_\_\_\_\_ Ulaanbaatar

**One . General provision**

* 1. Based on Education law of Mongolia, Higher Education Law, bylaw of Gazarchin Institute, rules and regulations for foreign student study contract of Gazarchin Institute, present contract is concluded herein and directed to understand rights and obligations of both parties during the study period.
	2. This study contract is made by and between; on one hand, ......................... .................................., a study manager of Gazarchin Institute /hereinafter referred to as ‘Gazarchin Institute’/, on other hand, ....................... ......................../ hereinafter referred to as ‘student’/ and agreed on mutual consent to study ........................program with D....................index.
	3. The contract aims to regulate relations of Institute and student based on Education Law, Higher Education Law of Mongolia, other applicable laws and regulations, as well as all other rules or procedure of Gazarchin Institute and obligations specified therein shall be borne by both parties.
	4. Before start of the training, in accordance with physical examination, insurance and curriculum as permitted by central publicadministrative agency in charge of education, student shall pay a feebased on calculation of multiplying total creditcredit hours that shall be learnt during that academic year which was approved by director of the school by 1 creditcredit hour. 1 credit hour rate for that academic year shall be approved by Board of Directors of Gazarchin Institute and shallbe presented at beginning of each academic year.

Note: Prior to sign the contract, new students of Gazarchin Institute for that academic year shall pay 100% of tuition fee in cash at cashier of Gazarchin Institute or transfer it in 100% into **Golomt bank account number1102100075**with name of“АЖҮДС” .

**Two. The rights and duties of Institute**

 2.1 Organize training in accordance with study plan and curriculum and provide graduates with proper level of knowledge and skills

* 1. The Institute shall issue a diploma and a badge certifying that student has acquired the profession in case of subjects specified in the curriculum are fully learnt and acquired.
	2. Gazarchin Institute shall be liable for issuance of visas and study residence permits for foreign students in accordance with relevant regulations while it accepts foreign students and provide education services.
	3. During the study period, Gazarchin Institute shall provide with study building, dormitory, sports hall, library and Internet in accordance with applicable regulations.
	4. Free use of training equipment, tools, and computer labs required for conducting training.
	5. Fee of textbooks, student ID cards, diplomas and badges for graduates are not included in tuition fee.
	6. The study contract shall be canceled directly in event of crime, disorderly conduct, alcoholism, violation of school's internal rules and regulations.
	7. Reasonable excuse shall be grounds of annual leave to students and shall be approved by order of school principal
	8. In case of absence at end of annual leave, or no official request to extend the annual leave, student is now allowed to study further and dismissed from the Institute.
	9. Requeststudent to fulfill obligations under study contract.

**Three. The rights and duties of student**

* 1. To fully learn subjects specified in study plan and complete internships in timely manner,
	2. Submit and defendterm and national exams, training, and internships on time
	3. If student shows unsatisfactory scores in exams, to retake course credit with charge
	4. Fulfill requirements and tasks assigned by the school and teachers, obey school's internal rules and regulations,
	5. Comply with orders and decisions issued by school administration and education department
	6. The student should take care of his/her documents and check validity of residence permit and visa.
	7. The student has fully paid tuition fee and accommodation fee. Student shall be responsible for all other expenses includingliving , visa and travel expenses.
	8. Obtain student ID card, textbooks and library card by paying appropriate fee according to relevant regulations,
	9. The student is liable foracquiring knowledge, skills, and practices specified in the definition of professionand graduating as a professional staff.
	10. In case of domestic travel or abroad, it is mandatory to notify about it and obtain an exit and entry visa in accordance with appropriate procedure.
	11. Actively participate in curricular activities.
	12. Strictly obey laws and regulations of Mongolia.

**Four. Termination of contract**

1. Warning letter is received in purpose of assessing student's knowledge
2. In case of crimes and violations of order, alcoholism, violation of school internal rules and related rules and regulations
3. The contract shall be canceled in case of absence more than 14 days without excuse

**Five. Miscellaneous**

* 1. This contract is made in ......... ........, 20.............
	2. This contract enters into force upon both parties sign.
	3. The contract is made in 2% copies and each party sign it and submit it for approval of director.
	4. If both parties fail to settle contract dispute in friendly manner, it shall be submitted to competent body.

**MADE BY:**

Institute: Student:

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 /signature/ /signature

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **Extension**: /records/

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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