

1. Course Name: Instructional Design & Content Writing Certificate Online Course – IDCWC Online

2. Name (in capital letters): _____

3. Date of Birth:(dd/mm/yyyy) _____

4. Male/Female: _____

5. Email id: (in capital letters) _____

(* Please do not provide any organizational email id. Please provide a general email id such as yahoo, gmail, hotmail, and so on.

* Please write the email clearly as it will be used for all communication.)

Please attach two passport-size photographs self-attested on the reverse.

Note: Please do not paste the photographs on the form.

6. Contact Phone No/s: _____

7. Complete Postal Address (in capital letters with complete postal code)

(Your certificate will be couriered to this address.)

8. Educational Qualifications:

Certificate/Degree	School/College Name	Board/University	Year	Marks/GPA
Class X				
Class XII				
Graduation				
Post Graduation				

9. Work Experience after completing Graduation (in chronological order, listing the recent experience first):

S. No.	Name of the Organization	Designation	Role & Responsibilities	Duration	
				From (Month. & Year)	To (Month. & Year)
1					
2					
3					
4					

(Please feel free to attach extra sheets to state additional work experience)

10. Objective of Pursuing the Course:

Please write your objective of pursuing this course in 50-75 words. *(in at least 50 words.)*

(After couriering the form & the documents, please confirm the same to us by sending an email at idcwconline@vibrantwavelength.com, with the subject "Application for IDCWC Online Sent.")

Important Information / Terms & Conditions: *(Please read the following carefully.)*

1. Wavelength reserves the right to review the application for acceptance of your candidature.
2. If your application is accepted, you shall receive an email confirming your application number.
3. Upon receipt of the application number, follow the instructions in the email to submit the course fee.
4. When the course fee is received at Wavelength, we shall confirm your registration through email.
5. The course fee is non-refundable. In case of unavoidable and unforeseeable circumstances, a request for transfer to a future session of IDCWC Online may be entertained on a case-by-case basis. A transfer request can be entertained only before the commencement of IDCWC Online session. No transfer to another session shall be granted once the course session has started.
6. For joining the course, the course fee should reach us by the last date of submission of the course fee. In case the fee is delayed, Wavelength reserves the right to transfer your candidature to the next session. In this case, you will be informed about it through email. If you wish not to take the course in the next session, your course fee amount shall be refunded after deducting INR. 500/-.
7. The registered participants shall receive an email from us providing the course login details before the course begins.
8. Wavelength shall communicate with you at the email id provided by you in this form. Please check your email on a regular basis in order to ensure that you receive our communication in time. We strongly recommend that during the course you should check your email at least once a day.
9. You should have Internet-access to take this course. We recommend that you access the course at least 5 days a week at a time convenient to you.
10. The course is conducted in asynchronous mode, which means that you are not required to log in at *any specific time*. You can log in to the course at any time, post your assignments and messages, and learn at your own pace.
11. The course is conducted according to a pre-determined schedule. You will need to devote at least an average of 8-12 hours per week on your readings, assignments, and discussions. Please review your schedule for three months from the start date of the course to ensure that you are able to complete all activities in time.
12. Extensions in submission dates related to the various activities of the course will not be granted. You are welcome to make your submissions/complete activities before the submission dates.
13. Upon *successful completion* of the course, you shall receive the Instructional Design & Content Writing Certificate from Wavelength.
14. Successful completion of the course entails all of the following:
 - completion and submission of all concept and project assignments in time.
 - completion of all quizzes in time.
 - final submission of the project in time.
 - completion of the online test in time.
 - active & constructive participation in the online discussions
 - achievement of pass grade in all evaluations.

(Note: All the activities listed above carry marks and contribute to your overall grades.)
15. The Certificate shall be couriered *only to the successful participants (please refer to point 14 above)* at the address provided in this form, one month after course completion. It shall bear the name provided by you in this form.
16. Wavelength reserves the right to cancel your candidature/participation in the course at any stage if the information provided in this form is found to be incorrect / misrepresented.
17. Wavelength's decision in all matters related to selection, registration, course administration and implementation, shall be final.

I have read the above information/terms & conditions and I accept them. I also confirm that the information provided by me in this form is correct. I would like to apply for the IDCWC Online course conducted by Wavelength eLearning Consulting and Training Pvt. Ltd.

I am attaching the following documents along with this application form:

- ✓ A self-attested copy of High School (Class X) Certificate. (Proof of Date of Birth)
- ✓ A self-attested copy of Graduation/Post-Graduation Certificate. (Proof of Graduation)
- ✓ Two passport-size photographs, self-attested on the reverse.

Signature of the candidate: _____ Date: _____