

## GENERAL INSTRUCTIONS

The candidates should apply in the prescribed form available at the Press Academy office on all working days for Rs.300. The application should be forwarded to the Secretary, Kerala Press Academy, Kakkanad, Kochi - 682 030. Candidates belonging to **SC/ST/OEC** need pay Rs.150/- only for the form.

The fee for the course is fixed at the rates shown below.

The fee is payable in advance.

Tuition fee	:	Rs.21000.00
Visual Media Training	:	6000.00
Admission Fee	:	1000.00
Library Fee	:	1000.00
Lab Fee	:	2000.00
Library Deposit	:	1000.00
(Refundable at the end of the course)		-----
<b>Total....</b>		<b>Rs.32000.00</b>

Candidates belonging to the **SC/ST/OEC** need pay the library deposit only.

The fee once paid will not be refunded. However, if a student who stands admitted to the course, but did not attend any of the classes, requests permission in writing to discontinue his/her study within one month from the date of leaving, his/her tuition will be refunded after deducting Rs.5000/-.

All students have to strictly observe the conduct rules which are in force in the Institute.

Expenses relating to stationery, photo films, tapes, teaching aids, travelling, lodging and boarding incurred during practical work, study tours etc., have to be borne by the students.

**Examination Fees:** Examination Fees Rs.1500/- will be collected along with the application for examination normally during the month of August every year. This will be inclusive of the fees for Mark List and Diploma.

Failed candidates have to pay examination fee prescribed by the Institute, for subsequent appearance.

**Hostel and Dormitory:** There will be hostel facilities for girl students and dormitory facility for boys, those who seek admission in this hostel / dormitory should submit an application in the prescribed form at the time of admission.

All correspondence should be addressed to the Secretary, Kerala Press Academy, Kakkanad, Kochi - 682 030. Phone : 0484 – 2422275, 2422068.

**NOTE:** *Copies (attested by a Gazetted Officer) of Mark Lists of all parts of the Degree Examination, Degree Certificate and the relevant page of the SSLC Book showing date of birth shall be attached with the application.*