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PLACEMENT ASSISTANCE POLICY

FinStreet Education – Placement Department

Rules, Responsibilities and Code of Conduct for Students Availing Placement Assistance

1. Introduction and Purpose

The Placement Department of FinStreet Education provides placement assistance to students who have successfully completed their respective US CMA or ACCA course requirements, appeared for and cleared all required examinations, and fulfilled all applicable course completion requirements. This document sets out the rules, responsibilities, communication standards and disciplinary measures governing placement assistance.

Students must read, understand and accept these terms before availing themselves of placement assistance. Enrolment for placement assistance shall be deemed to constitute acceptance of this policy in its entirety. Placement assistance will be provided only to students who have completed all required parts and examinations of their respective US CMA or ACCA qualification.

In this policy, “the Company” means FinStreet Education Pvt. Ltd. Placement assistance is a two-way arrangement. The Placement Department shall make its best efforts and, in return, the student is expected to remain responsive, professional and committed. All decisions relating to the grant, continuation, suspension or discontinuation of placement assistance rest solely and exclusively with the Company.

2. Eligibility for Placement Assistance

Placement assistance is extended only to students who have successfully completed their respective US CMA or ACCA course requirements, appeared for and cleared all required examinations, and fulfilled all applicable course completion requirements. In addition, the following conditions apply:

(a) The student must submit an updated resume along with a valid phone number, email address and WhatsApp number, and keep them active at all times.

(b) The student must complete the placement registration form and acknowledge this policy in writing or by email.

(c) The student must inform the Placement Department of any change in contact details within 24 hours.

(d) The Company reserves the right to verify the student's academic credentials, examination results and any other information furnished, and to withhold or withdraw assistance if verification is not satisfactory.

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3. Communication Rules

3.1 Mandatory Responsiveness

Students must respond to every phone call, email and WhatsApp message from the Placement Department. The Department may use all three channels, and a missed call, an unread email or an unanswered message shall not be accepted as an excuse for non-response.

(a) Calls must be answered or returned within **24 hours**.

(b) Emails and WhatsApp messages must be replied to within **24 hours**.

(c) For urgent opportunities, the response must be given within **12 hours**.

(d) Students must keep their phones reachable during working hours (10:00 AM to 6:00 PM, Monday to Saturday).

3.2 Contact Attempts by the Placement Department

The Placement Department shall make a specified number of attempts to reach each student, as follows:

(a) The Department shall make **two (2) phone calls and two (2) emails** to the student, and the student is required to respond within a period of **five (5) days**.

(b) If the student fails to respond within this period, the student's file shall be placed on **"Inactive / On-Hold"** status, and no placement assistance shall be provided for such period as the Company may determine at its sole discretion.

(c) Reactivation requires a written request from the student and shall be subject to the Company's approval. Reactivation is not automatic and may be declined without assigning any reason.

(d) Repeated non-response shall constitute a **breach of conduct** and may result in permanent closure of the file.

4. Interview Scheduling Policy

4.1 Allocation and Attendance of Interviews

(a) The Placement Department shall schedule a **defined number of interviews** for each student during the assistance period. The number of interviews shall be determined solely by the Company, based on the student's profile, availability and the opportunities then available.

(b) Students are required to **attend all interviews arranged by the Placement Department**, on the date and time scheduled.

(c) If a student misses, skips or does not attend a scheduled interview without prior notice and a genuine reason, that interview shall be treated as **utilised**.

(d) If a student does not clear interviews or does not meet the standard required by the company, FinStreet Education shall have no obligation to schedule further interviews. Once the interviews permitted by the Company are utilised, the responsibility of the Department for further scheduling shall cease.

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4.2 Rejection, Rescheduling and Interview Standards

(a) A student may not reject more than **five (5) interviews** offered by companies through the Placement Department. Rejection of interviews beyond this number shall constitute a breach of conduct, and the Company may discontinue placement assistance at its sole discretion.

(b) Rescheduling is permitted only once per interview, with at least 24 hours' prior notice and subject to the Department's approval, except in genuine emergencies backed by documentary proof.

(c) Students must attend interviews on time, in professional attire, with the required documents and, for online interviews, with a working device and a stable internet connection.

5. Applying for Opportunities

(a) When the Placement Department shares a job opportunity, the student must apply within the **timeline specified** by the Department.

(b) The student must confirm the application to the Department by sharing a screenshot, email or message as proof.

(c) Failure to apply for a shared opportunity within the specified timeline, without a valid reason accepted by the Company, shall constitute a **breach of conduct**.

(d) Students must review job descriptions carefully and apply only where they are genuinely willing to accept the role. Applying without any intention to join is prohibited.

6. Conduct with Company HR and Recruiters

FinStreet Education has built professional relationships with HR professionals and recruiters over time. A student's conduct reflects on the Company and affects the opportunities available to every other student.

6.1 General Conduct with HR

(a) Students must **answer calls from HR** and respond promptly to their emails and messages. A missed call must be returned at the earliest.

(b) Students must communicate **politely, clearly and professionally** at all times and must avoid irrelevant, casual or inappropriate remarks.

(c) Rude, aggressive, abusive or disrespectful language towards HR is strictly prohibited and shall constitute a breach of conduct.

(d) Students must not argue with HR about salary, selection decisions or the hiring process.

(e) Students must not provide false information about experience, skills, salary history or notice period to any company.

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6.2 Restriction on Direct Negotiation and Dealings

(a) **Direct negotiation with the HR of any company is not permitted.** Students shall not negotiate salary, designation, location, joining date or any other terms directly with the HR of a company, particularly at the initial stage, without prior consultation with and approval of the Placement Department. Any such direct negotiation shall constitute a breach of conduct.

(b) Students must not bypass the Placement Department in any dealings with a company introduced through the Department.

(c) Any concern relating to a company or its hiring process must be raised with the Placement Department.

7. Conduct with the Placement Department

(a) Students must use **polite, respectful and professional language** with all members of the Placement Team, who are there to assist them.

(b) Shouting, abusive language, threats, sarcasm, harassment or demeaning remarks shall not be tolerated and shall constitute a breach of conduct.

(c) Students must not make **unnecessary or repeated requests**, such as contacting team members at inappropriate hours, sending the same message repeatedly, or requesting tasks that fall outside the scope of placement assistance.

(d) Concerns or complaints must be raised respectfully and in writing with the Placement Head.

8. Honesty and Integrity

(a) Students must at all times be **truthful** with the Placement Department and with companies.

(b) Providing false information regarding interview attendance, application status, offers received, resume details or reasons for absence is a serious breach of conduct.

(c) Submission of fake documents, certificates or experience letters shall result in **immediate and permanent termination** of placement assistance and may be reported to the relevant authorities.

(d) Students must promptly and honestly inform the Department if they secure employment through other sources, so that the file may be closed and the Department's efforts directed to other students.

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9. Job Offers: Acceptance and Rejection Policy

(a) Students must evaluate opportunities carefully and indicate genuine interest. An offer arranged by the Department is a commitment made on behalf of FinStreet Education towards the company concerned.

(b) A student may **not decline any job offer** arranged through the Placement Department without a valid reason. The number of offers that may be declined without a valid reason is **one (1)**.

(c) If a student declines an offer without a valid reason, the student's placement assistance shall stand **discontinued with immediate effect**, and the Company shall have no further obligation towards the student. Such conduct shall be treated as a breach of conduct.

(d) A reason shall be treated as valid only if it is submitted in writing before the offer is declined and is accepted by the Company. Whether a reason is valid shall be determined solely by the Company, and its decision shall be final and binding.

(e) Accepting an offer and subsequently not joining, or leaving shortly after joining without a justified reason, shall constitute a serious breach of conduct and may result in permanent discontinuation of assistance.

10. Commitments of the Placement Department

Subject to the student's compliance with this policy, the Placement Department shall endeavour to:

(a) Share relevant opportunities that match the student's profile, whenever available.

(b) Provide resume review and interview preparation guidance.

(c) Coordinate with HR contacts and schedule interviews in line with this policy.

(d) Treat every student with respect and provide timely updates on application status.

(e) Maintain the confidentiality of student data and share it with companies only for placement purposes.

11. Breach of Conduct, Warnings and Disciplinary Action

11.1 Authority of the Company

The Company has the sole and absolute authority to determine whether a student has committed a breach of conduct, to decide the gravity of such breach, and to take any action described in this section. The Company is not bound to follow the steps below in sequence; depending on the gravity of the breach, it may proceed directly to suspension, discontinuation or termination. The decision of the Company shall be final and binding on the student.

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11.2 Categories of Breach and Action to be Taken

The following table sets out the action the Company shall take for each category of breach of conduct:

Category	Examples of Breach of Conduct	Action by the Company
Minor	Delay in responding to calls, emails or messages beyond the stated time; late or incomplete confirmation of applications.	Written reminder or warning, recorded in the student's file.
Moderate	Not applying for an opportunity within the timeline; missing an interview without prior notice; failure to respond to contact attempts; discourteous behaviour with the Placement Team.	Formal written warning; the interview is counted as utilised; the file may be placed on hold, during which no assistance is provided.
Serious	Declining an offer without a valid reason; rejecting interviews beyond the permitted number; direct negotiation with company HR without consultation with the Department; rude or unprofessional behaviour with HR; not joining after accepting an offer.	Immediate discontinuation of placement assistance; no further opportunities shall be shared; the student shall be informed in writing; concerned recruiters may be informed where the Company considers it necessary.
Gross	Submission of false or fake documents; lying or misrepresentation; abusive, threatening or harassing conduct; sharing, copying or distributing this document or confidential information without authorisation.	Immediate and permanent termination of placement assistance; no refund of any fees paid; the Company reserves the right to report the matter to the relevant authorities and to take appropriate legal action.

11.3 Further Terms Governing Disciplinary Action

(a) **Accumulation of warnings:** Multiple written warnings, irrespective of their category, shall entitle the Company to discontinue placement assistance and close the student's file.

(b) **Communication of action:** Any action taken under this section shall be communicated to the student by email, WhatsApp or any other mode used by the Placement Department, and such communication shall be treated as valid notice.

(c) **Effect of discontinuation:** Once placement assistance is discontinued or terminated, the Company shall have no obligation to provide any further assistance, opportunity or interview, and the period of validity shall not be extended.

(d) **Representations:** A student may submit a written representation to the Placement Head. Consideration of such representation, and any relief, shall be entirely at the discretion of the Company.

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(e) **Reservation of rights:** The actions listed above are not exhaustive. The Company reserves the right to take any other action it considers appropriate in the circumstances, without prejudice to its other rights and remedies.

12. Assistance Period and Closure

(a) Placement assistance shall be valid for a period of **one (1) year** from the date of completion of the examinations.

(b) The assistance period **may be extended** on the student's request, subject to the student's conduct, responsiveness and overall records with the Placement Department. Any extension shall be granted solely at the discretion of the Company.

(c) Periods during which the file is on hold or suspended shall **not** be added back to the validity period.

(d) The file shall be closed upon placement of the student, expiry of the assistance period, utilisation of the interviews permitted by the Company, or termination or discontinuation on account of a breach of conduct.

(e) Once the file is closed, no further assistance shall be provided, and fees (if any) shall not be refundable on account of placement outcomes.

13. General Terms

(a) FinStreet Education reserves the right to amend, modify or replace this policy at any time, with notice to students.

(b) Companies may change, cancel or postpone hiring at any time, and FinStreet Education shall not be liable for such changes.

(c) Salary, designation and work location are decided solely by the employer.

(d) All decision-making powers under this policy, including the interpretation of its terms, vest solely with FinStreet Education, and its decision shall be final.

(e) Any dispute shall first be addressed through internal discussion with the Placement Head. This policy shall be governed by the laws of India, and the courts at Pune, Maharashtra shall have jurisdiction.

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14. Important Disclaimer: No Placement Guarantee

FinStreet Education does NOT provide a 100% placement guarantee. Students are requested to read and understand the following carefully:

(a) We provide **placement assistance only**. We do not guarantee a job, an interview, an offer, or any particular salary or location.

(b) Final selection is the sole decision of the hiring company. FinStreet Education has no control over a company's hiring decision.

(c) The assistance offered includes sharing opportunities, resume guidance, interview preparation and coordination with HR contacts. **It is not an assurance of employment.**

(d) To be absolutely clear: **we provide assistance, not a guarantee.** Outcomes depend on the student's skills, attitude, availability, communication and interview performance.

(e) No team member, counsellor or representative is authorised to make any verbal promise of guaranteed placement. Any such statement shall not be binding on FinStreet Education.

15. Confidentiality, Copyright and Restriction on Sharing

(a) This document is the confidential and proprietary property of FinStreet Education Pvt. Ltd. and is provided only to the student concerned.

(b) **All rights reserved by FinStreet Education Pvt. Ltd.** Sharing, forwarding, copying, photographing, reproducing or distributing this document, in whole or in part, in any form or through any medium, is strictly prohibited.

(c) Any unauthorised sharing of this document shall constitute a breach of conduct, and the Company reserves the right to take disciplinary and legal action.

16. Student Declaration

I, the undersigned, confirm that I have read and understood the Placement Assistance Policy of FinStreet Education Pvt. Ltd. I understand that FinStreet Education provides placement assistance and **does not guarantee 100% placement**. I agree to respond promptly, apply within the given timelines, attend the interviews arranged by the Placement Department, refrain from direct negotiation with company HR without consultation, behave respectfully with the Placement Team and company HR, remain truthful, and not share this document with any person. I accept that all decision-making powers rest with FinStreet Education and that any breach of conduct may lead to the actions described in this policy.

Student Name: _____ Student ID: _____

Phone / WhatsApp: _____ Email: _____

Signature: _____ Date: _____



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