

# Instructions for Students



1. Exam Forms are required to be filled by the Examinee them self, using their own Login ID on Student Portal at PIPFA website.
2. **Students must sign the printout of the filled Examination Forms and submit it at any PIPFA office or approved Coaching centers along with the paid fee voucher; Exam forms will not be processed otherwise.**
3. Examinees are advised to read the unfair means policies posted on PIPFA's website news section.
4. Examinees must enter correct addresses, complete in all respect for in time dispatch of Admit Cards/Grade sheets. (In case of incomplete/wrong address PIPFA will not be responsible for delayed communication). Students are advised **not to provide** their College/Coaching Centers' addresses or contact number.
5. Examinees must insure that the fee is being paid as per the submission schedule of Examination form (Exam Forms with partial fee will be rejected).
6. Annual Subscription Fee (If Due) shall be incorporated with the Examination fee voucher; that would be required to be paid in full.
7. Newly registered Students are advised to send in their Documents which they had not submitted with registration form. (Example: B.com part I/II marks sheets)
8. Annual subscription becomes due on 1st July of each year. The student who failed to pay annual subscription by December 31, shall be charged arrears along with late fee surcharge of Rs. 900/-. After June 30, they would also be charged with Restoration fee of Rs. 1,500/-
9. **Papers once marked by the Examinee, in which he intends to appear, shall not be changed. Special care must be taken while selecting the papers in the online Exam Form module.**
10. Manually filled Examination Forms will be **Rejected**.

## Submission Schedule of Examination Forms Winter - 2019

The Online Examination forms for Winter Examinations 2019 will be available only on Student Portal at PIPFA website from August 18, 2019: *(The Schedule is applicable for All Sectors)*

1. Forms acceptance with normal fee from August 18, 2019.
2. The last date for submission of forms with normal fee is Sep. 08, 2019.
3. Acceptance of Examination Forms with 100% late fee from Sep. 09, 2019 to Sep. 15, 2019.
4. Acceptance of Examination Forms with 200% late fee from Sep. 16, 2019 to Sep. 22, 2019.
5. Acceptance of Examination Forms with 300% late fee from Sep. 23, 2019 to Oct. 07, 2019.

## Requirements for Exam Form:

**Student should attach following documents with the Examination Form along with Paid fee Voucher:**

1. An **Attested** photocopy of Matric and Intermediate Certificate.
2. Last Session PIPFA Result Card.
3. Two passport size Photographs with White background. **(One attested on back side and 1 attested from front and pasted on this form).**
4. Fee Voucher.

**Attestation is must and should be made by a gazetted officer** (Grade 17 and above or Chartered Accountant or Cost & Mgt. or Public Accountant)

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