



# HUMAN RESOURCE JOB GUARANTEE PROGRAM

— TERMS & CONDITIONS —





Before signing up for or enrolling in the **Human Resource Job Guarantee Program** (the “**Program**”), please read these terms and conditions (hereinafter referred to as “**T&Cs**”). Wherever is relevant to these T&Cs, “You” or “your” shall mean any natural person/learner/participant as the context so requires for the client who signs up for or takes part in this Program.

By enrolling in or registering in this Program, you acknowledge that you have read, understood, and agree to be bound by these T&Cs and that you meet the Program’s eligibility conditions as outlined below.

By using the HenryHarvin.com website or its equivalent mobile application or mobile site (hence collectively referred to as “**HenryHarvin.com**” or “**our website**”), you agree to the Henry Harvin Terms and Conditions, Terms of Use, and Privacy Policy, as applicable. If these T&Cs and HenryHarvin.com’s Terms and Conditions, Terms of Use, and Privacy Policy conflict in any way, these T&Cs will take precedence only with regard to this Program.

The Henry Harvin Terms of Service, Terms of Use, and Privacy Policy on HenryHarvin.com together with the Henry Harvin Program T&Cs lay out the full understanding between you and Henry Harvin with regard to this Program. Any part of these T&Cs that is ruled invalid will not affect the validity of any other part of these T&Cs. To decide whether the Program T&Cs have been met and whether you qualify for any Refund Guarantee, Henry Harvin shall have complete discretion (defined below).

This extensive program was created by Henry Harvin® Education (hence referred to as “**the Company**”/ “**We**”/ “**Us**”/ “**Henry Harvin**”) to assist learners in launching or advancing their careers in the fascinating subject of Human Resource. Students who complete this program successfully will have access to a job offer that is guaranteed in the field of Human Resource. Experts in the field of Human Resource created the program’s curriculum and ensuing examinations. The major goal of this program is to give students the skills they need to advance their careers in Human Resource. Learners who complete the program successfully can apply for a variety of positions in the Human Resource domain, including HR Analytics, SAP HR, HR Generalist, and many others.

# Specific Terms & Conditions

## 1. Eligibility Criteria For The Program:

To be eligible for the program, learners must fulfill the criterion listed below:

1. Hold a bachelor's degree from a recognized university.
2. If you are a final year student, have finished your bachelor's degree by the time you graduate from this Program.
3. Have an overall grade point average of at least 60% (X, XII, graduation, and post-graduation) (if applicable).
4. Possess a current transcript and degree that must be given for review as necessary.
5. Completed your degree successfully without experiencing any type of failure or break, in any way at all.
6. Have a valid work permit to work in Indian territory without sponsorship.
7. Complete the program you're enrolled in within the allotted time frame and turn in all of your assignments and exercises by the deadlines.
8. Must have excellent communication skills.
9. Any background checks connected to positions for which you have applied through this Program must be cleared by you.
10. Pay Program Fees in full or using one of the payment plans offered; income share agreements are not acceptable.
11. Possess Interpersonal skills.

## 2. Enrollment Process For The Program:

The admission process for the program is as follows:

1. Fill out your profile information as requested on the Henry Harvin.com website to sign up for this Program.
2. You will be notified if your profile is shortlisted for this program.
3. By paying the program fee as listed on our website within any applicable deadlines, you can confirm your registration or admittance to the program.
4. Before submitting an application for enrollment or admission to this program, it is assumed that you have read the eligibility requirements, requirements, and program specifics on the website in their entirety and are aware of them.
5. Your enrollment or admittance is not transferable once it has been completed. The enrollment or admittance is only good for this Program and cannot be transferred to any other Henry Harvin programs.
6. Once you have been admitted to this program and the batch has begun, you cannot withdraw from the program or postpone your acceptance to a later batch.
7. The Company does not guarantee that the days and timings of the new batch will be the same as those of the present batch in the event of a batch change.

If the batch is changed for any unavoidable reasons, you might be required to pay the corresponding batch transfer convenience charges, which the company may determine in its sole discretion.



### 3. Guaranteed Refund For The Program:

If you have activated the Career Services with Henry Harvin, successfully completed the Program by receiving the final Hallmark Certificate of Achievement issued by Henry Harvin, and complied with the terms and conditions of the Career Services, including but not limited to, participating in all mentoring and profile building sessions organized for you, conducted a professional job search, and appeared for all the interviews that you have been scheduled for, without violating or defaulting, then you are eligible for the Career Services.

Consumers may submit a request for a refund of the Program fee by emailing [finance@henryharvin.com](mailto:finance@henryharvin.com). You must attest on the refund request form that you have complied with all the requirements of this Program and have not received any employment offers for any Qualifying Positions (described below) during the Career Services Period (defined below). The refund request must be made as described above within 30 (thirty) days of your Career Services Period's conclusion.

**Note:**

Refunds will be processed to the original source of payment, excluding taxes, within 30 (thirty) business days of Henry Harvin's approval.

# When Is Refund Guarantee Under This Program, Not Applicable:

The following list covers, but is not limited to, the potential scenarios that might violate the applicable Refund Guarantee for this Program:

1. You fail to provide the academic credentials or grade records needed to confirm that you meet the qualifying requirements
2. You request an extension on the Program length owing to validity expiry; or
3. You do not successfully complete the course curriculum under the Program within the allotted timeline and as a result, do not graduate from the Program.
4. After your initial enrollment/admission date, you partially complete the program's course curriculum and subsequently withdraw from the program or cancel your enrolment/admission from the program, for any reason; or
5. You sign up for the Career Services under the Program within the aforementioned timeframe, but later on your own initiative accept another job offer or opportunity outside of those provided or to be provided to you by Career Services, or you decide to pursue other activities (such as starting your own business or freelancing) and ultimately decide not to receive Career Services support under this Program;
6. You don't finish the Career Services by the deadline listed below if that's the case

| Service                            | Expected Usage Timeline                            |
|------------------------------------|--|
| Profile creation on the job portal | Within 15 days of availing of Career Service       |
| Resume preparation                 | Within 30 days of availing of Career Service       |
| Mock Interviews (1 minimum)        | At the time of scheduled post-learner confirmation |

8. You fail to apply for at least 2 (two) of the Qualifying Positions that are listed on the JobsForYou portal.
9. Unless specifically authorized by the Career Service Team in advance, you significantly alter your job search strategy during the Career Service Period (defined below), including but not limited to changing your industry or profile.
10. You do not submit applications for job openings related to qualifying positions that Career Services is providing under this Program and that are appropriate for your educational background or expertise.
11. You lose the ability to effectively conduct a job search or accept any employment opportunity made available by the Career Services under this Program during the Career Service Period (defined below).
12. During the Career Service Period, you no-show or reschedule/cancel a call with a Career Service coach, advisor, or mock interviewer with less than 24 hours notice three or more times (defined below).
13. You change your mind less than two days before your one-on-one mock interview session.
14. You don't regularly interact with your career services coach, and you especially don't let them know if you get job offers or requests for interviews within a day of getting them.

15. You fail to complete the interview process for qualifying positions (described below) in a prompt and professional manner within 48 hours, which may include—but is not limited to—failing to participate in the interview process as expected by the potential employer by failing to respond to employer communications, failing to arrive on time for interviews, failing to provide documents, or failing to follow up as anticipated by potential employers.
16. You accept a different employment offer for a position that is not a Qualifying Position (defined below) during the Career Service Period or decline a job offer/opportunity for a Qualifying Position during the Career Service Period due to circumstances such as but not limited to city, firm, etc (defined below).
17. You do not have a legal right to work, or your legal right to work has been revoked during the Career Service Period by the appropriate statutory authority.
18. Your conduct is impolite and goes against Henry Harvin’s Code of Conduct, which is mentioned in the course catalog.
19. You are unable to pass the background check required for the job opportunity or offer made via this Program.
20. Before receiving the Hallmark Certificate of Achievement from Henry Harvin for finishing the Program or before the Career Services under this Program are activated, you accept any employment offer or opportunity within the Guarantee Period (described below). This will be regarded as a successful placement for the purposes of this program, and the refund guarantee is not going to apply.



# When Is Refund Guarantee Under This Program, Applicable - Conduct and Performance Requirements:

For the Refund Guarantee to be applicable you must all fulfill the following criteria:

1. Attend live classes and finish self-study videos in accordance with the program's certification unlock criteria.
2. Complete all phase-end projects and pass them successfully within the allotted time frame in accordance with the program's certification unlock requirements.
3. You will be able to use the Career Services provided by this Program once you successfully complete the TEFL (Teaching English as a Foreign Language) Job Guarantee Program and receive the Hallmark Certificate of Achievement issued by Henry Harvin.
4. If you are qualified to receive career services through this program, you must initiate the career services by opening a ticket on your learning platform requesting their commencement within one month of completing the program and receiving your final Hallmark Certificate of Achievement from Henry Harvin.
5. Communicate with your coach by text or phone at least once per week, or as directed by the Career Services coach or advisor who was assigned to you.
6. You should cancel your one-on-one mock interview at least two days in advance.
7. Use the tracker defined/provided by Henry Harvin, a substitute as approved by Henry Harvin, to keep track of all your job search activity, including but not limited to application confirmation emails, photos from events, and registration verifications. Produce this resource at each of your coaching sessions.
8. Complete all required training courses and mock interviews that your Career Service advisors and coach have assigned.
9. Respond to all correspondence from Henry Harvin and the Career Services team within 48 hours of receiving it.

10. Be honest throughout the program's duration and the application process (including the Guarantee Period, as defined below).
11. During the Career Services Period, obtain Career Service coach or advisor clearance for any Career Artifacts, including but not limited to a resume, LinkedIn profile, or projects profile.
12. Make sure to submit at least 40 applications per month for positions that qualify, and that these are properly documented.
13. Participate in at least 2 (two) events, such as meetings, conferences, seminars, informative interviews with grade sources, networking events, hackathons, workshops, job fairs, or other activities deemed appropriate by your Career Service coach or advisor.
14. Work with your career coach or advisor to develop a unique job search strategy that has been approved by your Career Service coach or advisor.
15. Seek advice from your Career Services coach or advisor, and abide by their suggestions for how to approach your job search, including but not limited to developing a network and applying for positions that are a good fit for you.
16. You must be able to pass any background checks conducted by your former employers or institutions. You will not be qualified for a refund of the program cost if the background check required for the job offer is unsuccessful. Nota Bene: Any freeze, halt, or extension provided by Henry Harvin is not included in the timelines for finishing the course. You will be qualified for the job search program if you have successfully finished the Program and unlocked the Hallmark Certificate of Achievement.

**Note:**

Any freeze, halt, or extension granted by Henry Harvin is not included in the timelines for course completion. You will be qualified for the job search program if you have successfully finished the Program and unlocked the Hallmark Certificate of Achievement.

## General T&Cs:

1. It is inferred that you have read and understand the eligibility requirements and requirements for this program as well as the program specifics listed on the website when you enroll in or are admitted to this program.
2. By signing up for this Program, you agree to be added to Henry Harvin's mailing list for promotional and other marketing materials.
3. Please be aware that this Program may be taking place concurrently with programs being offered by Henry Harvin or its affiliates. If you join this program, you will not be entitled to participate in or get any benefits from any other programs unless you do so separately.
4. To the fullest extent permitted by law and at its sole discretion, Henry Harvin reserves the right to modify, terminate, or suspend the Program at any time in the event that viruses, worms, bugs, unauthorized human intervention, or other outside factors compromise the administration or security of the Program. If there are any such unforeseen incidents, learners will be notified through email. If you object to any of the changes mentioned above, you can call us at +91-8287514699 to explore any possible alternatives. If no objection is made, it is assumed that you have agreed to the modifications and have voluntarily waived any rights you may have under the applicable legislation or otherwise to object in the future regarding the same.
5. If a learner is discovered to be:
  - (a) interfering with the enrollment and/or admission process by using false and/or misleading information, Henry Harvin may, in its sole discretion, reject such learner from this Program or the Refund Guarantee for misrepresenting facts or the way the program works;
  - (b) acting in breach of these T&Cs; or
  - (c) disruptive or intentional behavior to bother, slander, threaten, or harass anyone else regarding this Program.
6. You grant Henry Harvin and its affiliates permission to use your name, likeness, image, voice, and/or physical appearance in any photographs, writings, recordings on video, audiotapes, digital images, and the like that are taken or produced in connection with the Program by enrolling in this Program. You consent to Henry Harvin and its affiliates using the details of your stored



items in any ensuing marketing and promotional communications.

You acknowledge and agree that Henry Harvin shall own all rights, title, and interest in and to such writings, images, and other works, including all related copyrights, and shall be free to use them for any marketing and promotional endeavors. Illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, ads, and other promotional or educational materials in any currently known or subsequently developed medium, including the internet, are just a few examples of these uses. You agree that there will be no remuneration or royalties for the use of these images, etc., and you hereby waive any and all claims against Henry Harvin, its affiliates, its agents, and permitted assigns that may result from or be related to such use. You agree that your name and appearance may be used to advertise the Program by Henry Harvin, its affiliates, its agents, and approved assigns

7. Privacy: You understand that by signing up for the Program, you are giving Henry Harvin and its affiliates permission to share your personal information, including sensitive personal information, in order to communicate with you about the Program and any other related promotional activities involving Henry Harvin online courses. All data supplied in connection with this Program, including sensitive personal data, will be handled in line with these T&Cs and the Privacy Policy posted on [henryharvin.com](http://henryharvin.com). You must always follow the terms and conditions and privacy statement posted on [henryharvin.com](http://henryharvin.com). Your enrollment in or admission to this program will be canceled, and the Program Fee will be lost if you act in an unethical or unprofessional manner or fail to comply with these T&Cs and Privacy Policy.
8. Digital Devices and Connectivity: To participate in this program, you must have your own desktop or laptop computer, webcam, headset with echo cancellation microphone, software, continuous broadband internet connectivity, and continuous power supply (collectively referred to as "Infrastructure Connectivity"). Admission or enrollment in the program assumes that you have the necessary digital devices, software, and infrastructure connectivity to participate in it. Your learning will be impacted if you do not have the necessary digital devices, software, and infrastructure connectivity to participate in the program. You must make all arrangements for your own resources, including the digital devices, software, and infrastructure connectivity needed for you to participate in the program, at your own expense. Your use of digital devices, software, and infrastructure connectivity is entirely your responsibility. Henry Harvin is not liable for the purchase, installation, upgrade, or troubleshooting of any digital devices, software, or infrastructure connectivity; you must deal directly with your own providers for these services.

9. Learning Management System: Henry Harvin will make the online Learning Management System available to participants as part of the Program (LMS). In addition to having access to digital learning materials, session recordings, assignments, and learning plans as necessary for the Program, LMS will be able to participate in online sessions. Access to the LMS will only be available till the program is finished.
10. Communication: Henry Harvin may contact you via any or all of the following methods to keep you informed and up to date about the learning related to this Program and other services related thereto: SMS/Call (@registered mobile number), email (@registered email-ID), postal mail (@residence address), or message on LMS. You are deemed to have acknowledged and read any such communications delivered to you. Any updates to your information must be made by you directly to the helpdesk in writing. You hereby agree that Henry Harvin, its employees, agents, and/or partners will not be subject to any laws regarding the unsolicited communication described in the National Do Not Call Registry (the "NDNC Registry") as set forth by the Telecom Regulatory Authority of India.
11. The Republic of India's laws apply to the Program T&Cs. Governing Laws and Jurisdiction The Program and its supplemental materials are protected by copyright. All rights reserved by the company. By enrolling in this Program, you consent to the finality and binding nature of all decisions pertaining to the Program and the associated T&Cs. Henry Harvin's failure to enforce any of these T&Cs in any situation shall not be construed as a waiver of the T&Cs, and no person shall be entitled to assert any claim as a result. The courts in Noida shall have exclusive jurisdiction over any disputes or other matters relating to these T&Cs, which are governed by Indian law.
12. Discipline:
- a) During the Online Sessions, you must follow the rules of discipline and decorum. If these rules are broken, there may be repercussions, such as the termination of entry or registration and the loss of the program fee.
  - b) You will not be allowed to continue with the Program and will lose the Program Fee if you are discovered using unfair means during online exams while completing hands-on assignments and assessments, or by engaging in activities like copying, discussions, using technology-based instruments, or other means to cheat.
  - c) There will be zero tolerance for copying in any manner. The assessor

may opt not to grade the work if there is even the slightest possibility of plagiarism. In cases of plagiarism, the assessor's verdict is definitive.

- d) Misconduct shall include, but not be limited to, misbehavior, nuisance, brawl, use of foul language in the online chat forums, posting objectionable material in the Learning Management System (LMS), use of unfair means at the time of assessments, being intoxicated or under the influence of drugs, and engaging in any act or omission that discourages/disrespects/hinders the program structure during the online sessions.

13. Medical Fitness: By enrolling in the program, you attest that you are medically fit to participate in it without any restrictions at all. This program is being offered through online admittance, and the training is being provided online. If the Program is backed by placement assurance, placement guarantee, or employment guarantee, as applicable, your placement and/or job offer following the Program's successful completion are contingent upon passing any applicable medical fitness tests or requirements. Henry Harvin will not be liable for the placement, job offer, or opportunity if you are unable to pass the medical fitness test standards, and there won't be a return of the program fee. In such circumstances, Henry Harvin shall be deemed to have fulfilled its duties with respect to your placement and/or job offer/opportunity.

14. For any Grievance:

Helpline No. +91 9891953953

WhatsApp: +919891953953

15. Changes: Henry Harvin retains the right to make any changes to these T&Cs at any time and without previous notification. The need for the adjustments may arise from Henry Harvin's emphasis on ongoing process and service improvement, methodology research and development, pedagogy, technology obsolescence, industry requirements, and legal compliance. Any changes, if any, will be communicated to you by Communications and amended in these T&Cs as well as any applicable Henry Harvin.com Terms and Conditions, Terms of Use, and Privacy Policy. If there are any such revisions, you would have to read them and comply with them.



# Acceptance of The Program T&Cs:

Before paying the program fee or enrolling in the program, the student must accept the Terms and Conditions contained in an acceptance letter. You will not be authorized or permitted to choose this TEFL (Teaching English as a Foreign Language) Job Guarantee Program given by Henry Harvin Education if you are unwilling to accept the Terms & Conditions applicable to it.

Only the student is authorized to fill out the enrollment/admission form, and only the learner is responsible for the accuracy and completeness of the information supplied therein, including any necessary supporting documentation. The learner acknowledges and accepts that if at any time it is discovered that the information they submitted on the enrollment or admission form is untrue or misleading, their admission to the program will be revoked and there will be no refund of the program fee.

The learner confirms that they have read, understood, and agreed to all of the terms and conditions of this program as stated in this document and the Henryharvin.com Terms and Conditions, Terms of Use, and Privacy Policy and have not relied on any other oral representation by the Henry Harvin team or any other third party upon paying the Program Fee and enrolling in the Program.

## Denotation:

- **Career Services Span** - The time frame that begins as soon as you activate or enroll in our Career Services following receipt or unblocking of the Henry Harvin Hallmark Certificate for this Program and ends six months later.
- **Share Your Achievement** - Henry Harvin Hallmark Certificate is the digitally verifiable certificate that the learner receives after finishing the program and satisfying all necessary prerequisites.
- **Candidate** - Refer to a person who satisfies the Program's Eligibility Criteria.
- **Eligibility Criterion** - Refer to the requirements that a Candidate must meet in order to be eligible to participate in the Program.
- **Guarantee Interval** - The time frame starts on the day of program enrolment and ends six months after signing up for our career services after getting the Henry Harvin Hallmark Certificate.
- **Learner** - Refer to the Candidate who has accepted admission or enrolment in the Program in accordance with the aforementioned admission/enrollment criteria and evaluation process.
- **Program Fee** - Refer to the entire cost of the program that the Learner must pay in order to use the Program's services. Taxes that are applicable must be paid in addition to the program fee.
- **Qualifying Positions** – Roles including but not limited to Teaching English, Business English, or Teaching Young Learners, and many others with a minimum CTC of INR 9 LPA.





## **INDIA**

Henry Harvin House  
B-12 Sector - 6, Noida (UP) - 201301

### **Contact Us**

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**[www.henryharvin.com](http://www.henryharvin.com)**

**Disclaimer:** All programs are offered on a non-credit basis and are not transferable at any time.