



T-SERIES STAGEWORK ACADEMY

SCHOOL OF PERFORMING ARTS

APPLICATION FORM

APPLICATION NO.

SELECT PROGRAMME

(Tick ✓ only one)

Diploma Programmes (1 Year)

- ☐ Diploma in Singing
- ☐ Diploma in Music Production
- ☐ Diploma in Acting for Film & TV
- ☐ Diploma in Cinematography (Camera and Lighting Techniques)
- ☐ Diploma in Film Making

6 Month Certificate Programmes

- ☐ Basic Singing (Weekday/Weekday)
- ☐ Advance Singing (Weekday/Weekday)
- ☐ Music Production
- ☐ Video Editing and Sound Recording
- ☐ Guitar
- ☐ Piano
- ☐ Tabla
- ☐ Acting for Film and TV
- ☐ Cinematography (Camera and Lighting Techniques)
- ☐ Direction Production and Screenplay Writing
- ☐ Still Photography

3 Month Certificate Programmes

- ☐ Dance
- ☐ Kids Acting
- ☐ Online Singing
- ☐ Video Editing and Sound Recording
- ☐ Acting for Film and TV
- ☐ Cinematography (Camera and Lighting Techniques)
- ☐ Direction Production and Screenplay Writing
- ☐ Still Photography

ADMISSION SOURCE

- ☐ Google
- ☐ Walk-in
- ☐ Website
- ☐ School Visit
- ☐ Referral/Friends
- ☐ Education Fair
- ☐ Social Media
- ☐ Advertisement
- ☐ Others: _____



PERSONAL DETAILS

1

PERSONAL INFORMATION

Full name (Mr./Ms.) _____

Gender: ☐ Male ☐ Female ☐ Other Date of Birth (DD/MM/YYYY): ____ ____ ____ ____

Nationality _____ Aadhar No. _____

Blood Group _____ Languages Known _____

Email ID _____ Contact No. _____

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ADDRESS DETAILS

Current Address

_____ Pincode ____ ____ ____ ____

Permanent Address

_____ Pincode ____ ____ ____ ____



PARENTS / GUARDIAN DETAILS

Father's Name _____ Contact No. _____

Occupation _____ Family Annual Income _____

Email ID _____

Mother's Name _____ Contact No. _____

Occupation _____

Guardian's Name (If Applicable) _____ Contact No. _____

Relation with Applicant _____



COPY OF DOCUMENTS (COMPULSORY)

a) 10th Marksheet and Certificate ☐

e) 2 Passport Size Photographs ☐

b) 12th Marksheet and Certificate ☐

c) Degree & Marksheets (UG & PG) ☐

d) Diploma and Certificate (If Any) ☐

e) Aadhar Card ☐

f) Address proof ☐



FEE & PAYMENT DETAILS

1

FEE SUMMARY (To be filled by Institutes)

Particulars	Amount
Application Fee	1,100/-
Course Name	
Course Fee	
Scholarship (If Any)	
Scholarship Type	
Registration Fee	
Total Payable Fees	

2

INSTALLMENT PLAN

Installments	Due Date	Amount
1st Installment		
2nd Installment		
3rd Installment		
4th Installment		
5th Installment		



IMPORTANT NOTES

- All fee are non-refundable
- Fee once paid will not be adjusted in any other course
- Late fee will be applicable on overdue installments

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DECLARATION BY APPLICANT

I hereby declare that the information provided in this form is true and correct to the best of my knowledge and belief. I have read and understood the rules, regulations and policies of T-series Stageworks Academy and agree to abide by them.

Signature of Applicant

Date

__ / __ / __



IMPORTANT INFORMATION



ADMINISTRATIVE GUIDELINES

1. Ragging and eve-teasing are criminal offences and are strictly prohibited under the applicable laws of the Government of India and the Government of Haryana. Any student found indulging in ragging, eve-teasing, bullying, harassment, or any similar misconduct within or outside the Institutes premises shall be liable for disciplinary action, including immediate suspension or expulsion from the Institutes, in addition to legal action as prescribed by law.
2. Students shall not damage or deface any Institutes property, including buildings, furniture, equipment, fixtures, or infrastructure. The cost of any damage shall be recovered from the individuals responsible. Where responsibility cannot be fixed on any individual, the cost may be recovered collectively from the concerned class or group.
3. Students shall use all electrical, electronic, studio, laboratory, and technical equipment only under the guidance of authorized faculty or technical staff. Any loss or damage caused due to negligence, misuse, or unauthorized handling shall be recovered from the concerned student(s).
4. Students shall not enter administrative offices, faculty rooms, studios, technical areas, or any restricted sections of the Institutes without prior permission from the concerned authority.
5. Smoking, consumption of alcohol, narcotic substances, tobacco products, vaping devices, or any prohibited substance is strictly prohibited within and around the Institutes campus.
6. Students shall not bring visitors or outsiders onto the campus without prior written permission from the Competent Authority or the concerned Head of Department (HOD).
7. Students suffering from any contagious illness or medical condition that may endanger themselves or others must immediately inform the concerned HOD or Competent Authority.
8. Students shall not organize or participate in any event, meeting, demonstration, performance, shoot, workshop, campaign, or gathering within or outside the Institutes using the Institutes's name without prior written approval from the Competent Authority.
9. Wearing/displaying the Institutes Identity Card is mandatory at all times while on campus. Security personnel and Institutes officials are authorized to deny entry or stop students who fail to produce a valid Identity Card.
10. Students shall maintain discipline, professionalism, and conduct themselves in a manner that upholds the dignity, reputation, and values of the institute.
11. Students must obtain an official receipt for every financial transaction made with the institutes.
12. Students shall not paste or display posters, banners, notices, stickers, artwork, or any other material on walls, doors, windows, furniture, or any part of the Institutes premises without written permission.

13. The students shall be responsible for their valuables, jewellery, cash, laptops, cameras, mobile phones, or other expensive belongings to the campus. The Institutes shall not be responsible for any loss, theft, or damage.
14. The Institutes reserves the right to suspend academic services or withhold examinations, certificates, or other academic privileges from students who fail to fulfil their financial obligations.
15. The Institutes reserves the right to revise or modify the curriculum, faculty, course structure, fee structure, academic calendar, training schedules, internship opportunities, production schedules, assessment methods, or any academic policy whenever deemed necessary.
16. Creation or operation of unauthorized WhatsApp groups, social media pages, channels, or digital platforms using the Institute's name, logo, brand identity, or involving defamatory, misleading, offensive, or harmful content against the Institutes, its students, faculty, staff, or management is strictly prohibited. The creator, administrators, and participating members may be held responsible for any violation.
17. Violation of any Institutes rule may result in disciplinary action, including but not limited to warning, reprimand, monetary penalty, cancellation of assignments or examinations, suspension, expulsion, withholding of academic records, withdrawal of campus privileges, or any other action deemed appropriate by the Institutes.
18. The decision of the Director, Competent Authority, or Management of the Institutes shall be final and binding in all matters.



ACADEMIC GUIDELINES

1. Students shall not undertake any external professional assignment, commercial project, paid performance, production, or employment related to their course without prior written approval from the Institutes during the tenure of their programme
2. Participation in workshops, masterclasses, seminars, industrial visits, educational tours, productions, festivals, competitions, celebrity interactions, visits to examination centre and other academic activities forms an integral part of the curriculum. Students shall bear their own expenses towards travel, accommodation, meals, and other incidental costs unless otherwise notified by the Institutes
3. Attendance in practical classes, studio sessions, productions, rehearsals, assignments, jury evaluations, projects, and examinations is compulsory. Students must successfully complete all academic and practical requirements prescribed by the Institutes to qualify for the award of the respective Degree, Diploma, or Certificate.
4. A minimum attendance of 75% in both theory and practical classes is mandatory to be eligible to appear in examinations and receive the Degree, Diploma, or Certificate.
5. Students arriving more than 10 minutes late on three occasions maybe liable to disciplinary action, including a late fee of 100/- per day. Continued indiscipline or unauthorized absence may result in suspension or cancellation of registration at the discretion of the Institutes. Genuine reasons must be communicated to the concerned HOD in advance wherever possible.
6. Students demonstrating outstanding academic performance, discipline, attendance, and professional conduct may be recommended for internships, in-house productions, artist development programmes, and industry auditions
7. Students shall strictly comply with all production guidelines, safety instructions, confidentiality requirements, and professional standards applicable to productions and projects.
8. Students shall not remain absent without prior approval. Leave applications should ordinarily be submitted at least one day in advance, except in genuine emergencies.
9. Students shall maintain proper grooming, wear the prescribed dress code wherever applicable, and observe standards of decency in appearance and behaviour.
10. Students are responsible for regularly checking the Notice Board, official communication channels, website, Learning Management System (if applicable), and registered email. Ignorance of any notice shall not be accepted as a valid excuse.
11. Students shall maintain silence and discipline in classrooms, studios, rehearsal spaces, libraries, and other academic areas to ensure an effective learning environment.
12. Requests for transfer from one course, department, or specialization to another shall be considered only within 10 working days from the commencement of the programme, subject to seat availability and approval by the Competent Authority. An approved transfer shall attract a processing fee of 25,000, payable within two working days.
13. Students must clear all fees and installments on or before the due dates to remain eligible for examinations, productions, internships, certifications, placements, and other academic activities.
14. All assignments, films, audio recordings, photographs, scripts, designs, animations, research work, performances, creative content, and academic projects produced by students as part of the curriculum shall remain the intellectual property of TSA. The Institutes shall have perpetual rights to use, reproduce, publish, archive, display, distribute, broadcast, or promote such works for academic, promotional, educational, archival, or commercial purposes. Students may be provided copies of their work for portfolio purposes upon approval.
16. All fees and charges paid to the Institutes are non-refundable, non-transferable, and non-adjustable, except where otherwise specifically approved in writing by the Management.



EXIT POLICY

1. Students discontinuing or withdrawing from the programme shall automatically forfeit all scholarships, concessions, discounts, grants, and financial benefits provided by the Institutes. No refund or adjustment of fees shall be permissible.
2. Students wishing to discontinue or temporarily withdraw from a programme must obtain prior written approval from the Competent Authority. Upon rejoining, a re-admission/reactivation charge of 25,000 per session (maximum up to two sessions or one academic year) shall be applicable.
3. Students seeking re-admission shall be liable to pay the prevailing course fee applicable at the time of re-admission. Any difference between the earlier fee and the prevailing fee shall be payable before rejoining the programme.

Declaration: Every student and parent/guardian shall be deemed to have read, understood, and accepted all the Rules & Regulations of T-series Stageworks Academy. Ignorance of any rule shall not be accepted as an excuse for non-compliance. The Institutes reserves the right to amend these Rules & Regulations at any time, and such amendments shall be binding upon all students.

Signature of Applicant

Signature of Parents/Guardians

Signature of Admission Head