Batch Freeze Policy

1. Purpose

The purpose of this policy is to establish a clear and structured procedure for students who wish to temporarily pause or "freeze" their enrolled batch. A batch freeze allows a student to discontinue attending the current batch and join a future batch at a later time, subject to specific conditions and approvals.

This policy ensures that all freeze requests are handled in a consistent and transparent manner. It also helps the institute maintain proper academic scheduling, manage student records effectively, and ensure fairness for all enrolled students.

2. Request Process

Students who wish to freeze their batch must follow the official request process outlined below.

First, the student must carefully review and acknowledge the **Batch Freeze Rules and Regulations** shared by the management. These rules explain the conditions under which a freeze request may be accepted, including eligibility criteria and any applicable charges.

Once the student has reviewed the rules, they must provide **written confirmation** indicating that they agree to the conditions and wish to proceed with the freeze request. This confirmation must be submitted through the designated communication channel.

Verbal requests will not be considered valid. All requests must be documented in written form to ensure proper record keeping and to avoid any misunderstandings regarding the request.

3. Eligibility and Charges

The ability to freeze a batch depends on how much of the course the student has already completed. Different rules apply at different stages of course progress.

Course Progress	Charges	Remarks
Up to 25%	No Charges	Student can join any upcoming batch free of cost.
26% – 50%	PKR 5,000	Student can join any upcoming batch after payment.
Above 50%	Not Allowed	Student must continue the current batch.

Students who have completed **up to 25 percent of the course** may freeze their batch without paying any additional charges. In such cases, the student will be allowed to join a future batch of the same course at no extra cost.

If a student has completed **between 26 percent and 50 percent of the course**, a batch freeze is still permitted; however, a fee of **PKR 5,000** will be charged. After paying this fee, the student will be allowed to join a future batch.

If a student has completed **more than 50 percent of the course**, a batch freeze will not be permitted. At this stage, the student is expected to continue and complete the current batch.

4. Approval Process

All batch freeze requests must receive approval from the **Team Leader** before they can be processed. This step ensures that every request is reviewed carefully and evaluated according to the institute's policies. The approval must be provided **in written form**. Verbal approvals will not be accepted, as written approval ensures transparency and proper documentation.

Once approval has been granted, the coordinator is responsible for informing the relevant management members and teams so that the necessary updates can be made to the student's academic records.

5. Batch Freeze Form

After the request has been approved, the official **Batch Freeze Form** will be shared by the management team.

The coordinator must complete the form with accurate and complete information. This form serves as an official record of the freeze request and is used for administrative tracking.

If the form is incomplete or contains incorrect information, the request may not be processed. Therefore, it is important that all required details are entered correctly.

6. Important Notes

Students are generally not permitted to freeze their batch multiple times. This restriction ensures that students complete their courses within a reasonable time frame and prevents repeated delays in course completion.

However, in exceptional circumstances, additional freeze requests may be considered if explicit approval is granted by the management.

Furthermore, all batch freeze requests remain subject to the **final decision of ICT management**, which reserves the right to approve or reject any request based on institutional policies and operational considerations.

In cases where a student wishes to **rejoin the course for revision purposes**, a minimum payment equal to **25 percent of the standard course fee** will be required.