



www.stieducation.com

Lawful and privilege Policies

Privacy Regulations

We confirm in our privacy policy that once you submit your personal details and facts with STI - MEI (Shaheen Training Institute & MEI for University Service) you accept and concede STI-MEI to record your personal data for the purposes detailed below in the Privacy regulations.

You also accept that your individual files may be conveyed to and kept in a country which is outside Kuwait.

Particulars pertain your data.

You will definitely need to furnish data like your name, age, sex, address phone number and date of birth in order to access our website whether it is to sign up, or to raise a brochure request or on the context of submitting a student application. The information gathered may be shared to third parties like, universities, scholastic agencies or with our institutional partners who are outside Kuwait or Middle East Countries but it will be only to the extent required for the purpose which have to served. We take much necessary security to safeguard your personal statistics while sending your data outside Kuwait by abiding the information protection regulations. Shaheen Training Institute & MEI for University services is a private establishment licensed by the Ministry of Higher Education and we undergo all the procedural restrictions and rules prescribed by the authority.

We will be using the private or personal data that you have updated in our site only for the specified purpose confidentially and the data may be collected while enlisting an order for brochure or demanding a customer service or filing an application form or seeking any kind of administrative service or any other updates requested to complete the processing of contract between the applicant and us which is strictly mentioned in the policy. The data collected won't be used for any marketing (like – sending latest updates, brochures on latest courses & services etc.) unless you have openly indicated for our latest updates while filling the applications.

While sending emails to your responses we opt return or reply emails and these emails are neither saved for any future uses nor shared mutually with outside authorities. Your individual records will be stored till the completion of subject purpose only for which the same is being collected to fulfill the practice stipulated by the law of the land. Further retention will be made only if the law specifies for if some legal defense of claims or lawful exercises have to be performed. Otherwise within the time limit specified for the matter the personal data will be automatically abolished.

Facts and figures about an acquaintance

We may demand for the phone number, email ID or details of recipient (like name, DOB) if you intent to send a post card, brochure or intimation to a friend regarding a particular package. For the information delivery confirmation the contact is necessary and such data won't be shared with external parties. The information will only disclose to the recipient and will be kept confidentially.

Visitors Directory of Shaheen Training Institute - MEI for University Service

STI - MEI may handover the information as data statistics gathered from the web site www.stieducation.com in the form of number of visitors and the frequency of visits to the web site. And such statistics may be shared with third party vendors or intermediaries in the form of random or aggregate for excluding personal identifying information.

Children's discretion

If a child under age of 16 has to make a request parental consent is a pre-requisite so as to maintain the privacy of children's information.

Cookies Policy

Cookies are that portions of information that any website may transfer to your systems hard Disk for storage and record maintenance. STI - MEI also used the technology labeled cookies. Cookies give information about the visitors of our site, time of visit, pages browsed and the frequencies of visits. Even cookies can identify the user's computer or device it won't collect any personally recognizing information about the visitor.

The information collected for the application or signup purpose and the data accumulated through the cookies are not compared or combined to confirm who you are what your screen name is or your personal ID details or email id is.

As most of the web browsers accept the cookies automatically there is an option that you can change your browser to prevent this. But if you do so taking the full benefits of our website may get prevented too. Only if you access the cookies you will be able to retrieve the entire online registration procedure.

Accurateness

Upon your prioritized request or creative refill STI - MEI can correct or change any unfinished or inaccurate or invalid data of yours.

Data Safety

The data collected or uploaded in STI - MEI site is kept safely in secured working environment which won't be available for the public. To maintain the secrecy of data it is kept under accurately divided and organized manner by adopting proper technical and administrative methods. The data maintained in our information library is accurate and up-to-date by abiding all the lawful requirements to prohibit unauthorized or illegal processing. All kind of safety measures are taken to prevent the accidental loss, theft, obliteration or damage of the personal statistics.

Site visitor's rights

If you want to get know which information that you've given is being used, you can contact us directly. You are really right-full to, at any time, take out your approval or object to us using and maintaining your personal information for direct promotion purposes and at any time you can put forward the request to remove your personal data or can restrict the use of your data. But at the removal or restriction it is implied that IME won't be able to give you the necessary information, services or products that you have demanded.

If you request to rectify any of the data that you have we are obliged to correct the same or delete the data which is misleading.

Areas not covered by this privacy policy

This policy is designed by STI - MEI and applies to our website and not to any business firm or organization's website to which may link.

Amendments and Alterations

We will update our page if we make any amendments in our Privacy Policy so that you can be always be aware of what kind of information we are collecting and the purposes for which we are using the same and under what circumstances we are using the same.

If we decide to change our Privacy Policy we will post any amendments on this page so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it to other companies.

Visitor's opinion and Outlook

We are always welcome with your opinion and suggestions regarding our private policy. Please contact us on info@stieducation.com or s-t-i@mail.com any time if you need any clarification. Further to this we are open to hear the complaints if any while handling your personal data, you can contact the managerial or supervisory personnel.

Legitimate policies and measures

Under the guidance of educational Authority we have come with the below documents to provide information on our diversified body of scholars and guarantees pellucidity on our processes.

Under the guidance of countries' University stipulation from where the course is actually monitored and conducted the following documents to render information on our diversified body of scholars and to guarantee pellucidity on our operations.

1. Admission and Membership Statement
2. Student Safety Policy
3. Student Grievances Policy
4. Student Complaints Procedure

Transfer/Migration students

Aspirants who studies at a different accredited university or deemed institution or business or management Schools will have to undergo an assessment for transfer credits to STI - MEI's office so that

they can get registrations in a proper manner, after the official transcript. The definite sum of transfer credits bestowed will be contingent on the resemblance of awarded credits to the STI - MEI prescribed universities and curriculum, with a bottom grade threshold of the corresponding of a UGC Grade. Students who transfer through STI - MEI will have to bear the migration expenses and they will be given with a copy which covered all the credits and even the sheet of assessments grades they have obtained which will be forwarded to the new University.

Campus crime Figures

STI - MEI is a community of faculties dedicated to their coaching. Our motive is to create a safe environment and silent campus enhancing the educational mindset. We safeguard the students through safety measures and preventive methods.

Under the Campus Crime Statistics Act and the release of campus Security Policy stipulated by law of land STI - MEI have to report any crimes happen and which comes to the knowledge of the campus Authorities primarily to the Campus officials and if necessary to the outside authority. Which may include:-

- Within campus, a different designation for handling crime in dormitories.
- For handling non campus properties
- On certain public property

The classifications of campus, non-campus structure or belongings, and communal property are as tracks:

The term campus includes:-

1. Any building or property possessed or controlled by an establishment of advanced education within the same realistically contiguous terrestrial area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.
2. Property within the same reasonably contiguous geographical area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

The term non-campus building or property means:

1. Any building or property owned or controlled by a student organization recognized by the institution.
2. Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in a relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

The term public property means:

all public property that is in the same reasonably adjoining physical area of the institution, such as a walkway, a street, other access road, or parking facility, and is head-to-head to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

The term unfounded crimes mean:

any crime that law enforcement experts inspected and resolute to be wrong or groundless. In other words, no crime occurred. Only confirmed law enforcement personnel can make an official determination that a crime is unsubstantiated. Campus officials cannot remove a crime report from this report without a formal law enforcement report.

Safety and admittance

Campus will be open to students, invitees, guests and faculties during the business hours. Access to the campus will be through access ID or via admittance via a student/ faculty/staff member with a valid ID during business and non-business hours.

Clause: the posted agendas may be altered in case of emergency situations.

Campus law implementation team

All the associates of the STI - MEI including the staff have the full authority to ask for identification and to confirm, whether or not those persons have legitimate interactions with STI - MEI. Any Crime or unlawful incidents will be directly referred to the local law implementing authorities. If any Crime or major dispute is spotted the victims and the witnesses will be invigorated and taken immediately to report the incident to Local Police Department and also to STI - MEI CET. It will help to disclose the school crime data properly and timely and prompt recording of the incident may help to put up a warning notice on campus.

If any unexpected crimes happen in STI - MEI

STI - MEI is having maintaining a good relation with public protection authorities. If any incident happens in the school it will be communicated immediate to Local Police department. In such cases we works closely with the staff in police department who does investigation when incidents happen which require a join investigative effort. All the crime related data will be communicated with the related official.

Please note that there isn't any memorandum or agreement which is in writing between STI - MEI and police department.

Accurate and prompt crime reporting

While conducting the orientation session it-self all the students are notified about the safety and security measures in the building and local legal enforcement services. Even such kinds of training sessions are conducted for new employees as well. Public members, scholars, teachers, staff, and guests are fortified to bang all on-campus corruptions or crime and public safety-related incidents to STI - MEI Campus Emergency Team (CET) in a timely manner.

A mutually shared subject of all consciousness and crime prevention packages is to inspire students and staff to be conscious and alert of their responsibility which is in fact for their own safety and for the safety of others.

Such information are passed to all the students and employees through online platforms too by using the email IDs and also by uploading or pinning it to the STI - MEI portal.

When something of utmost importance need to be communicated it is released through institutional community in form of security alert posted timely on the campus and through emergency memos send via organization's electronic mailing system.

Incapacity policies and measures

STI - MEI is so dedicated in providing equivalent access to its packages, programs, educational openings and opportunities and other fundamental activities. We abide the law of the land on the rightfulness to get information and right to study.

All students will be provided with reasonable accommodations on demand and judicious and sensible accommodations will be provided to disabled. A reasonable accommodation is an adjustments or addition made to a particular package, program or a course so that a disables student can also come in competence and can gain equal access.

Please be informed that accommodations are granted on a case-by-case basis.

Missing student notification

Procedure

One of the major reason for collecting the contact information and emergency contacts is for the safety and security of students. From the student portal students must identify their emergency contacts because in case if a person if officially reported missing this emergency contact will be used to intimate the news. It is definite that STI - MEI will conduct an investigation on the missing student on ground of department policy.

IF any of our student who has found missing and a report has been raised and filed for more that one day, STI - MEI will within 24 hours:

- Will conduct a search procedure
- Will inform suitable law implementation administrators in the Dwelling zone by going to the police station with a copy of the student's passport or relevant ID proof and other applicable papers/material.
- Inform the specific person recognized by the student to be contacted in such situations.
- If the scholar is under 18 years old and not progressive, advise a parent or guardian

Further the police authorities will coordinate with the embassy of the missing person and together they will initiate the search. All the missing cases must be reported and filed with the local police station where the student is residing. IF the student is living out of the residence it must be intimated to the proper local police station.

Students, faculties and other employees, or other individuals who trust that a pupil living in the Dwelling has been disappeared for 24 hours might report it to the Habitation Manager or

supervisor. If any of the above mentioned person, living outside of the residence and has been missing for 24 hours or more may report to the Student Services Manager.

All teachers, employees, or students who obtain a report of a disappeared scholar should nearly report it to the Habitation Manager or Student Services Manager.

Harassment and Bullying Policy

STI - MEI is dedicated and loyal in defending employees and students and to encouraging an atmosphere free from harassment and bullying, where all are considered with equal self-respect and reverence. All the persons associated with our organization is considered to have equal rights and responsibilities. No one is categorized or victimized on the basic of their complexion, color, race, nationality, sex, ethnic origin, religion, age or physical problems at time of registration, admission, access to campus, or during the implementation of programs or course. We constrain any kind of harassment by students or by faculties and if it happens in our knowledge strict action will be taken against them including expelling. Harassments happens in forms of verbal, gestural, threaten mockery, humiliate, insult persons which may result in creating of antagonistic or obnoxious situations won't be excused in any case. All inmates are alarmed regarding this and any case reported will be immediately considered and taken action. In certain cases it will be informed to the local police authority.

Actions taken when a student experience harassment or bullying

If a student in STI - MEI is facing harassment or bullying STI - MEI encourages them to try to resolve the issue by themselves initially. If the student feels comfortable they are suggested and encouraged to go and have a word with the bullies informally that their attitude towards him/her is causing pestering and can force them to stop such kind of behavior. In case if they are doing it unintentionally and unknowingly this may help them to understand. . This is better and correct method to tactically handle the person initially to avert the compartment from intensifying.

Informal resolving within the campus will be the best option to stop harassment from mounting. But there may arouse some situations where formal interpretation is necessary to stop such inappropriate and victimization inside campus.

STI - MEI always welcome our students to record any kind of manners or misbehaviors from peers of faculty in writing and intimate it at the earliest to the campus officials. It must be documented with the date, approximate time, venue, incident nature, details of the misbehavior including the details of witness if any.

Sexual assault, harassment and grievance policies

Sexual harassment policy

What to do

All associated of STI - MEI is welcomed and encouraged to report any kind of sexual harassment, misbehavior which may cause in sexual assault, misconduct or discrimination to you or to a friend or relative of someone to the Student Service Head on the campus or Disciple Committee Coordinator.

You are recommended to move to a safe place immediately or to call a close contact for help in case you are the victim. The next step is to intimate such incident with immediate effect to the Student Service head and get counseling if needed. Such victim who had gone through such situation may be mentally tortured and may need to move to a comfort zone. Medical attention and counseling will soothe the person. It is at your option to report the crime and once the victim is ready mentally you can inform the local police authority regarding the incident.

Notwithstanding the fact whether you decide to see any or all or none of these means, you may also file a complaint with STI - MEI.

Appropriate warning and emergency vigilance

Dispensing timely warnings

In case the situation arises inside or outside the campus, the Campus Emergency Disciplinary Team may issue and, establishes an constant or enduring hazard and can issue a appropriate warning. For proper delivery the STI - MEI email system will be used for students , faculty, and employees , other than this it ill be posted in the official portal.

Whoever receive or witness the situation must inform the Campus Emergency Disciplinary Team via a phone call by disclosing the identity, by email or in person by explain the circumstances.

Emergency reaction and evacuation procedures

All students are intimated to check their emails regularly and also to browse the campus portal so that any alternative cases will be conversed through these. In case of an actual emergency condition occurs it will be instantly informed to all the students, staff and teachers through <http://www.stieducation.com/>

Students must have a School e-mail account at the time of registration procedure itself which is allocated and sent to each student at the beginning of the academic school year, so as to get school-wide e-mail proclamations,

Emergency response and Crisis management

Every yeas STI - MEI conducts an emergency response workouts and training so as to check and confirm the emergency intimation system on campus. And these tests help to assess and evaluate the competence of the emergency plans in the institution and to know the statistics of proper response form associates.

Notification to the STI - MEI public about an instantaneous intimidation

If any serious hazard happens that really holds serious and quick threat the inmates of STI - MEI civic, the campus have some emergency plans and systems to spread the facts and information in no time. Most of the methods adopted for communicating will be activated in case of an emergency threat which usually includes emails, SMS and online updates. Any kind of an acute occurrence will not waited to check the probability but will be intimated to all associates via email system of the school

Testing emergency response and emptying actions

To check the capability and accurateness of the emergency evacuation services STI - MEI generally conduct evacuation drills each year and demo activities as well. This will enhance the alertness of students and staff to respond quickly in case of emergencies if any. They will be informed with the safe spot and assembly point where they have to be gathered. STI - MEI will publish each year the result of the evacuation drill.

Shelter-in-place procedures

In case an occurrence of emergency happens in the premises of STI - MEI or around the building area where or you notice an unbalanced action around you or if the air becomes so treacherous due to poisonous or exasperating materials for you it is recommended to stay calm indoors because trying to evacuate may put you in more danger. We advise some times to be in shelter in place which means to be inside the building you are and it can be made more easier and safer locations with a few simple adjustments. You have to be in until you get the safer alarm.

Lifelong learning for Alumni Terms & Conditions

- STI - MEI alumni can only participate and be considered eligible to participate in one package or course per year.
- Alumni have to pay a management fee at the registering counter to take part in the course
- Registration for each year enables and opens permanent and lifetime education chances opens and closes in spring of each year.
- Any registration will not be accommodated after this deadline.
- We allot the seats on the first in first served method. Courses begin from May to August of each educational year.
- Taking part of alumni are accountable for all portable and lodging expenditures crossways all precincts, including our subsidiaries.
- Alumni registering for a course in U.K. or any nation under our guidance must hold/process all required valid documents. The school cannot help or issue invitation letters for any of our campuses.
- All sequences and packages are for audit resolutions and no acclams will be assigned.

Refunding strategy

- Ours is a strict no refund policy operation. Please confirm that you will be able to appear selected opportunities before implementation registration and paying admin fee.
- Graduates cannot or change their course once recording is complete.
- Alumni cannot defer the supervision fee to donate in future lifetime permanent learning opportunities.
- Alumni Relations will notify alumni who have fallaciously recorded for more than one Lifelong Scholarship Prospect.
- Alumni must reply within 24 hours concerning their course partiality in order to be adequate for a refund administration fee.
- After 24 hours, we will only retain the first registering made and will publicize the seat(s) of other the registered courses.
- No refund will be given after 24 hours.