INDIVIDUAL JOB PLACEMENT GUARANTEE & FULL FEE REFUND AGREEMENT

Program: Advanced Diploma in HR Analytics & GenAI
Training Duration: 4 Months
Placement Period: 3 Months after successful course completion
Training Website: https://hra.kaeeducation.com/

Agreement Reference No.: KAE/HRAG/2026/74
Agreement Date: 25.10.2026

This Agreement is made between **KAE Education** ("KAE Education" and the Student identified below. It records the placement assurance and full fee refund commitment offered to the Student in connection with enrolment in the above-mentioned program.

1. Student Information

Particulars	Student Details
Full Name	Riya K Ramesh
Date of Birth	11th May, 2002
Gender	Female
Country	India
Highest Qualification	Master's Degree
Specialisation	Msc industrial psychology and HR
Year of Graduation	2025
Employment Status	Unemployed
Current Designation	NA
Current Employer	Milestone career planner
Work Experience	Have 1 year experience as HR Coordinator
Reason for Enrolment	I wanted to switch from recruitment and wanted to explore HR analytics.
Career Objective	To switch from recruitment and wanted to explore HR analytics.
Preferred Learning Mode	Online

Preferred Schedule	Weekends – Morning/Afternoon/Evening
Additional Learning Interest	NA

2. Applicable Placement Assurance

Based on the employment information provided by the Student, the Student will be covered under the **Experienced Professional Placement Assurance**.

KAE Education commits to providing the Student with the opportunity to secure a relevant employment offer meeting the following minimum compensation requirement, subject to the terms of this Agreement:

Guaranteed minimum salary increase: 25% over the Student's verified existing annual fixed CTC.

For the purpose of this Agreement, the existing annual fixed CTC will be verified using appropriate salary documents, such as a recent salary slip, compensation letter or other reasonable proof of current remuneration.

The Student's current annual fixed CTC and corresponding guaranteed minimum compensation will be recorded below before the Agreement is finalised.

- **Verified Current Annual Fixed CTC:** ₹3 LPA per annum
- **Minimum Guaranteed Annual Fixed CTC:** ₹5 LPA per annum

For a fair comparison, the calculation will be based on annual fixed compensation. Variable incentives, discretionary bonuses, joining bonuses, stock options and other non-fixed components will not be counted towards the minimum guaranteed increase.

If the Student's current employment compensation cannot be verified before enrolment, both parties will record and agree upon the applicable baseline in writing before the placement assurance takes effect.

3. Training Commitment

KAE Education will provide the Student access to the four-month Advanced Certification in HR Analytics & GenAI program in accordance with the course delivery arrangements communicated at enrolment.

The program is intended to develop practical knowledge and skills relevant to HR Analytics, People Analytics, reporting and data-driven HR decision-making. The learning activities may include relevant tools, assignments, practical projects and career-readiness preparation included in the program curriculum.

The Student will be responsible for attending the scheduled learning sessions, completing the prescribed assessments and participating in the required practical activities.

4. Placement Support Period

Following successful completion of the four-month training program, the Student will receive a placement support period of **three calendar months**.

The placement period will begin on the date KAE Education records the Student as having successfully completed the program and fulfilled the academic eligibility requirements.

During this period, KAE Education will make reasonable efforts to connect the Student with suitable recruitment opportunities and support the Student's applications and interview preparation.

The Student's placement period will be recorded as follows:

- **Expected Course Completion Date:** 26.02.2027
- **Placement Period Start Date:** 26.03.2027
- **Placement Period End Date:** 26.06.2027

Any extension to the placement period must be agreed to in writing by both parties. An extension will not automatically cancel the Student's refund entitlement.

5. Student Eligibility Requirements

To qualify for the placement assurance, the Student agrees to fulfil the following requirements.

5.1 Attendance: Maintain a minimum of 75% attendance in scheduled live classes and mandatory learning activities. Required recorded learning activities, where applicable, must also be completed.

5.2 Assessments: Achieve a minimum of 60% marks in the prescribed assessments.

5.3 Projects: Complete all mandatory projects, practical assignments and capstone work guided or assigned by the trainer within the communicated deadlines, subject to reasonable approved extensions.

5.4 Career Preparation: Participate in the applicable resume-building, ATS optimisation, LinkedIn profile improvement, mock interview and placement-readiness activities provided as part of the program.

5.5 Accurate Information: Provide accurate information regarding qualifications, employment history, work experience and current compensation. The Student agrees to disclose any material changes that could affect placement eligibility.

5.6 Interview Participation: Attend scheduled interviews for suitable roles for which the Student has been shortlisted, provided reasonable advance notice is given. Where attendance is not possible for a genuine reason, the Student will inform the placement team promptly.

5.7 Communication: Maintain active contact details, check placement communications regularly and respond within reasonable timelines.

5.8 Professional Conduct: Conduct herself professionally during recruitment interactions and refrain from providing false information or misrepresenting qualifications or experience.

KAE Education will communicate any identified eligibility concern to the Student and provide a reasonable opportunity to clarify or rectify it wherever practicable.

6. KAE Education's Placement Responsibilities

During the placement period, KAE Education will make reasonable and documented efforts to support the Student through relevant services, which may include:

1. Sharing suitable employment opportunities and recruitment drives.
2. Providing guidance on resume development and ATS optimisation.
3. Supporting LinkedIn profile improvement and professional positioning.

7. Course Fee and Payment Confirmation

The parties acknowledge and confirm the following payment details:

Particulars	Details
Student Name	Riya K Ramesh
Program	Advanced Certification in HR Analytics & GenAI
Course Fee Paid	₹5,000/-
Payment Pending	₹44,999 to be paid by 27th October, 2026
Payment Mode	Through UPI
Payment Date	24.10.2026
Payment Transaction ID / Receipt No.	UPIKAE2410/74

The Student has paid **₹5,000 (Five Thousand Only)** upfront to KAE Education as the seat holding fee for the above-mentioned program.And remaining **Rs.44,999/-** has to be paid by Tuesday i.e. 27th October, 2026

KAE Education acknowledges this payment as full settlement of the discounted course fee applicable to the Student. No further course fee is payable for the same program, except for any additional service separately agreed to in writing by both parties.

8. Full Fee Refund Commitment

KAE Education commits to a **100% refund of the course fee of ₹49,999** if it fails to secure a qualifying placement for the Student within the agreed three-month placement support period, provided the Student has fulfilled the eligibility requirements and obligations set out in this Agreement.

For clarity, the qualifying placement must meet the experienced professional salary assurance specified in Section 2, namely a minimum 25% increase over the Student's verified existing annual fixed CTC.

If no qualifying placement is secured by the end of the applicable placement period, the Student may submit a written refund request to KAE Education.

KAE Education will review the request and, where the Student meets the agreed conditions, refund the full **₹49,999 actually paid**, without deductions for training, administration, placement assistance or other program-related costs.

The refund will be processed within **30 calendar days** after confirmation of the Student's eligibility for the refund.

The refund commitment will not be defeated merely because the Student does not receive an offer from a particular employer or declines an offer that fails to meet the applicable salary threshold.

9. Acknowledgement

By signing this Agreement, the Student confirms that she understands the training requirements, placement period, applicable salary assurance and refund procedure.

KAE Education confirms that the discounted fee of ₹45,000 has been paid in full and agrees to honour the placement assurance and full fee refund commitment in accordance with this Agreement.

For KAE Education

Authorised Representative: Kamal Sharma

Designation: Co-Founder & CEO

Signature: Kamal Sharma

Date: 25 | 10 | 2026

