AMITY FINISHING SCHOOL

A part of India’s #1 Ranked not-for-profit Private University, now you can complement your education with a course at Amity Finishing School. At AFs you will learn how to:

- Develop your confidence and presence to help you achieve your ambitions.
- Cultivate an International Fitness that no college can prepare you for.

Learn to be a leader: master the art of public speaking while being impeccably turned out for the boardroom.

Learn to be a poised hostess or host while perfecting the art of the French ‘art de recevoir’.

Understand and appreciate the traditions and culture of India and other cultures and countries while studying International protocol and etiquette so you can always be ready to rise to any occasion.

THE CONCEPT

From Royalty to World Leaders, finishing schools over the years have had a great role in polishing and perfecting some of history’s most celebrated personalities.

Taking inspiration from the finishing schools of the Swiss Alps but tweaking it with the Amity ideals of Indian values and cultural excellence, Amity has opened its doors to welcome a special batch of outstanding women and men who will be taught by the very best in the Industry. Every class will be followed by practical training and do-it-yourself activities. The curriculum at AFs has been especially modelled so students leave as well turned out, perfectly poised women and men of substance, ready for every challenge that life has to throw their way.

The Amity Finishing School has been exclusively founded to groom young men and women in the art of savoir-vivre or social etiquette, teaching them social graces, leadership skills and cultural values so they are ready to take the next big step of their lives — it career, starting an entrepreneurial venture or tying the knot. Our curriculum is designed to be a life changing experience, enhancing business and social etiquette training with seminars, workshops and masterclasses with the experts, all of which will enable you to be confident in any setting — be it furthering your career as a dynamic career person or managing the show as a celebrated social personality.
Amity Finishing School provides you with the social grooming and cultural insight that is essential to your success. The rigorously designed programme has a universal appeal. You could be a young man or woman with lofty career aspirations, a businessperson who realizes that proper social etiquette makes for great business opportunities, a recent graduate looking to move your career forward, or a career builder who wants to support her husband’s career. At Amity Finishing School, you will be given the tools to entertain international guests & diplomats. Whatever your role, Amity Finishing School is designed to prepare you to excel in any role, so that you can make a positive and lasting impact wherever you go.

To make a pleasant & friendly impression is not only good manners, but equally good business.

— Emily Post

1 Year Diploma Programme
Our specially designed 1 Year Diploma Programme focuses on equipping you with practical skills, confidence and poise, and with savoir faire, the ability to act appropriately in any social situation and savour your food, the knowledge of life and the ways of polite society. We have combined the best of Indian traditional values, British manners, European etiquette and global business skills to offer you an unparalleled international programme.

6 Months Advance Certificate Programme
Our 6 month advance certificate programme is designed to focus on bringing you up to date with international protocol with a healthy dose of Indian values and European etiquette. You will be taught a basic curriculum of topics taught in the 6 months programme that will groom you with the power of knowledge, efficiency and better communication.

3 Months Certificate Programme
The 3 weeks course is designed to fit into your busy lives. This unique curriculum aims at endowing individuals with self-reliance, confidence and empowerment in their personal and professional lives, while helping them identify their potential and creating a successful path for their future.

4 Weeks Workshop
Our 4 weeks workshop is especially designed to offer you, with the flexibility of learning during the summer. This workshop focuses on topics that help you on a day to day basis. As a student of one of the top finishing schools in Delhi, along with attending the very best etiquette classes in India, you will have access to world-class facilities, renowned teachers and exclusive master classes.

The Amity Finishing School Programmes on offer

We offer four different programmes

1 Year Diploma Programme
6 Months Advance Certificate Programme
3 Months Certificate Programme
4 Weeks Workshop
THE CURRICULUM

Our curriculum is designed to be at par with international standards, sessions vary between involving the students in role play like preparing for a presentation, hosting a business meeting, giving an interview, hosting dinner parties or organizing a tea party while constantly being marked by the teachers on their performance and interactive theory classes taught with the aid of powerpoint presentations and other teaching aids. We also have master classes with the industry’s best names and workshops ranging from team building to finance management. Please refer to the next page for a sample of the timetable.

Students will also be receiving our well researched course books that we update annually to refer back to.

CERTIFICATION

You will be awarded with a certificate or a diploma at the end of the course. Our intensive classes of theory and practical consist of fifty two hours of exercises per week. Students need to submit weekly assignments and annual exams to receive certification. Each day, students will learn via hours of practice so that they are at ease with everything from the most complicated cultural protocols to legal management. We have a zero tolerance policy when it comes to missing classes. Students will not be allowed to sit for their examinations if they have less than 90% attendance.

You will fall in love with the AFS lifestyle

Good manners is the fabric that holds the community together.

— David Estawu

We pride ourselves at teaching our students the art of embracing success and professionalism, imbibing good manners that are long forgotten, hosting & entertaining and business etiquette that builds leaders; where they learn the correct way to present themselves, make introductions, follow international protocol in other cultures and much more. A team of multi-country, multi-lingual, fitness trainers will ensure you are always in good shape while meditation classes and in-house counselling will keep you mentally fit. You will be guided on the correct way to conduct yourself on a personal and professional level, arming you with the critical behaviour necessary to build lasting personal and professional relationships.
LOCATED WITHIN A WORLD CLASS CAMPUS WITH EVERY IMAGINABLE FACILITY & AMENITY

The institute is located in Amity University, Noida with its state-of-the-art facilities including a world-class library, buzzing food court, ongoing culture shows, excellent sports facilities, Olympic size swimming pool, shooting range, tennis courts, gym, grooming parlour, riding club, bangout zone – all of which is a multicultural experience in itself. Our infrastructure is at par with international standards and we are repeatedly Number 1 in the best looking campus list.

HOSTEL FACILITIES
(DAY BOARDING OPTION ALSO AVAILABLE)

Though we have both residential and day boarding options available, our 1 year programme requires students to choose the residential option and stay in our well-appointed accommodation options.

The service apartment provided is on twin sharing basis with an attached bathroom. However, please write to us if for any reason, you prefer to stay outside. All meals are vegetarian and are taken care of by us.

When you apply for a programme you are required to tick your dietary preference in the application form and mention any food allergy. There will also be a laundry service provided to the students.

The basic eligibility is that you have to either be 18+2 pass or a Graduate.
ADMISSION CRITERIA
All students above the age of 16 are eligible for the programme. English being the main medium of instruction only students who can understand and write English will be considered. You will be asked to write a short essay about yourself and your expectations from the institute, which will help us in assessing your needs. Following which, students will be personally interviewed by the Asst. Director of the institute before the institute takes a final call. Our batch sizes are kept small to enable us to provide each student with individual attention. Students are advised to apply well in time in order to avoid disappointment.

We have zero tolerance policy when it comes to the missing classes, drugs and smoking. Students will not be allowed to sit for their exams if they have less than 90% attendance. The institute reserves the right to expel a student if he/she is found smoking or consuming alcohol and drinks.

APPLICATION PROCESS
To apply, please follow the steps listed below:

• Download and complete the application form from our website www.amyfinishingschool.com, attaching a recent passport size photo.

• Write a 300 word essay describing yourself and your expectations from the institute in a word document or a PDF format.

• Download and fill the medical form.

• E-mail all the above documents to us at info@amyfinishingschool.com

• You will be notified of a date for the personal interview. This will be conducted in person or via Skype/FaceTime.

• You will be informed by the office about your result and the date on which you need to report to the institute to complete the admission formalities and payment of fees.

Please check our website www.amyfinishingschool.com for further details or email us at info@amyfinishingschool.com.
Attached below is a sample timetable to give students a better idea of what their day at Amity Finishing School will look like.

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM</td>
<td>Wake Up</td>
<td>Wake Up</td>
<td>Wake Up</td>
<td>Wake Up</td>
<td>Wake Up</td>
<td>Wake Up</td>
<td></td>
</tr>
<tr>
<td>6:30 AM</td>
<td>Yoga/Meditation/Aerobics</td>
<td>Yoga/Meditation/Aerobics</td>
<td>Yoga/Meditation/Aerobics</td>
<td>Yoga/Meditation/Aerobics</td>
<td>Yoga/Meditation/Aerobics</td>
<td>Wake up</td>
<td></td>
</tr>
<tr>
<td>7:30 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Exercise</td>
<td></td>
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<tr>
<td>8:45 AM</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>9:15 AM</td>
<td>Personality enhancement</td>
<td>Leadership Skills</td>
<td>Communication - Presentation</td>
<td>Smart Work Life Balance</td>
<td>Communication - French</td>
<td></td>
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</tr>
<tr>
<td>10:30 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>10:45 AM</td>
<td>Image Consulting and Enhancement</td>
<td>Cross Cultural Sensitivity</td>
<td>Corporate Etiquette</td>
<td>Master Class on Oenology</td>
<td>Weekly - Evaluation</td>
<td>Individual Assignment</td>
<td></td>
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<tr>
<td>12:45 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Project Preparation</td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Formal Lunch (Table service Practice and How to Host)</td>
<td>Formal Lunch (Table service Practice and How to Host)</td>
<td>Formal Lunch (Table service Practice and How to Host)</td>
<td>Formal Lunch (Table service Practice and How to Host)</td>
<td>Formal Lunch (Table service Practice and How to Host)</td>
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<tr>
<td>1:30 PM</td>
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<td></td>
<td></td>
<td>Lunch</td>
<td></td>
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<tr>
<td>1:45 PM</td>
<td>International Protocol</td>
<td>Event Management and Planning</td>
<td>Fashion &amp; Style - Wardrobe Management</td>
<td>Session with Member of Advisory Council or Guest celebrity</td>
<td></td>
<td>Weekly Project &amp; competition Preparation</td>
<td></td>
</tr>
<tr>
<td>4:15 PM</td>
<td>Sports/Fitness</td>
<td>Horse Riding</td>
<td>Music</td>
<td></td>
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<tr>
<td>4:30 PM</td>
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<tr>
<td>5:45 PM</td>
<td>Departure for Hostel</td>
<td>Departure for Hostel</td>
<td>Departure for Hostel</td>
<td>Departure for Hostel</td>
<td>Departure for Hostel</td>
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<tr>
<td>6:00 PM</td>
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<td>Departure for Hostel</td>
<td>Departure for Hostel</td>
<td>Departure for Hostel</td>
<td>Departure for Hostel</td>
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<tr>
<td>6:30 PM</td>
<td>Personal Time &amp; Evening Tea</td>
<td>Personal Time &amp; Evening Tea</td>
<td>Personal Time &amp; Evening Tea</td>
<td>Personal Time &amp; Evening Tea</td>
<td>Personal Time &amp; Evening Tea</td>
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<tr>
<td>7:00 PM</td>
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<tr>
<td>7:15 PM</td>
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<td></td>
<td></td>
<td>Personal time / Pending Assignments</td>
<td></td>
</tr>
<tr>
<td>7:30 PM</td>
<td>Daily Assignment</td>
<td>Daily Assignment</td>
<td>Daily Assignment</td>
<td>Daily Assignment</td>
<td>Daily Assignment</td>
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<td>7:45 PM</td>
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<tr>
<td>8:45 PM</td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
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<tr>
<td>9:00 PM</td>
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</tr>
<tr>
<td>9:15 PM</td>
<td>Reading / Evening News</td>
<td>Reading / Evening News</td>
<td>Reading / Evening News</td>
<td>Reading / Evening News</td>
<td>Reading / Evening News</td>
<td>Reading / Evening News</td>
<td>Reading / Evening News</td>
</tr>
<tr>
<td>10:00 PM</td>
<td>Lights Off</td>
<td>Lights Off</td>
<td>Lights Off</td>
<td>Lights Off</td>
<td>Lights Off</td>
<td>Lights Off</td>
<td>Lights Off</td>
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<tr>
<td>10:15 PM</td>
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<td>10:30 PM</td>
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</tr>
</tbody>
</table>
# Application Form 2019

## Personal Information

1. **Title (Ms./Mrs./other)**
2. **First Name(s)**
3. **Last Name(s) / Surname(s)**
4. **Father’s First & Last Name(s)**
5. **Mother’s First & Last Name(s)**
6. **Marital Status**
7. **Date of Birth (DD/MM/YYYY)**
8. **Place of Birth**
9. **ID Proof**
   - [ ] passport
   - [ ] Aadhar No.
   - [ ] Voter ID Card
10. **Please Fill Details**
11. **Nationality**
12. **Mobile Number (including country code)**
13. **E-mail**
14. **Facebook**
15. **Twitter**

## Mailing Address

16. **Full Address**
17. **City, Zip Code, State**
18. **Country**
19. **Direct Tel. (including country code)**

## Educational Qualification

20. **High School**
21. **Year of Passing**
22. **Graduation**
23. **Year of Passing**
24. **Post Graduation**
25. **Year of Passing**
26. **How did you find AFS?**
   - [ ] WEB
   - [ ] PRINT
   - [ ] ELECTRONIC MEDIA
   - [ ] FRIEND
   - [ ] OTHER
27. **What do you hope to gain from the course?**
28. **Have you already attended any Etiquette course(s)?**
   - [ ] Yes
   - [ ] No
29. **IF Yes Which one(s)?**
30. **Where?**
31. **Do you work?**
   - [ ] Yes
   - [ ] No
   - [ ] Organization
32. **Work Experience (Years)**

## Billing Address

33. **First Name(s)**
34. **Company**
35. **Position**
36. **Full Address**
37. **City, Zip Code, State**
38. **Country**
39. **Direct Tel. (including country code)**
BOOKING SUMMARY

COURSES
I am booking:
☐ 1 Year  ☐ 6 Months  ☐ 3 Months  ☐ 4 Week (Workshop)

All Programs are residential.

I will be paying by:  ☐ DD  ☐ Bank transfer

Details..........................................................................................................................................................................

Date .................................................. Place..........................................................

Student’s Full Name .................................................................................................................................

Signature

FEES IN INDIAN RUPEES

1. Application Fee & Deposit
   
   Application Fee (Also for returning students) -
   
   Deposit -
   
   Installment Plan
   
   Sub Total 1 - Application Fee & Deposit
   Must be paid in full on application

2. School Fees (Weekly periods)

   2.2 Accommodation
   
   On campus, Double / Triple room with sharing bathroom
   
   On campus, Single room with bathroom
   
   Sub Total 2 - Schools Fees (Program, Extras & Accommodation)
   Must be paid by July. 20th (Batch starting Aug 2018)
1.1 GENERAL MEDICAL QUESTIONS

1.1.1 Blood group: ..............

1.1.2 Any past illness, operations or serious accidents? Yes □ NO □

1.1.3 Specify which one(s): ........................................................................................................................................................................

1.1.4 Any physical or mental alignment? ........................................................................................................................................................................

1.1.5 Any known food allergies? ........................................................................................................................................................................

1.1.6 Any other known allergies (medicines, etc)? ........................................................................................................................................................................

1.1.7 Any prescribed medicines or drugs? ........................................................................................................................................................................

1.1.8 Are you fit to take part in all sports? Yes □ NO □

1.1.9 Any further comments or special recommendations? ........................................................................................................................................................................

1.1.10 Doctor’s General Fitness Certificate (To be attached with form)

   Date .............................................
   Place ..........................................
   Full name ........................................................................................................................................................................................................

Signature .................................................................................................................................

1.2 TO BE COMPLETED BY THE STUDENT

I ............................................................................................................................................................................................... have seen
the sample time table and I do understand that the program has a rigorous training schedule. I am physically fit to take part in all
the activities.

Date .............................................
Place ..........................................

Signature .................................................................................................................................