

CEP FAQs

1. How to Register?

Registrations for all our workshops, short courses, diplomas and Artrageous are to be done online via our website. You will see the register button at the bottom of every course listed on the website. If you find any difficulty you can write to us at cep@ivs.edu.pk or WhatsApp us at +92-3311-487237.

2. Who can apply for CEP courses?

Everyone. Short courses are open to 16+ years, and Diploma courses are for 18+ years age group.

Minimum educational requirement for Diploma courses is intermediate or A-Levels. In case of the lack of educational certification, potential and willingness to learn is considered by the instructors during the selection interviews.

3. What are the class timings?

Most of our classes are conducted in the evening from 5:30pm onwards. Some of the weekend courses are also conducted in the morning or afternoon. Specific class timings are given with each course on the website or Instagram.

4. What are the Ramadan timings?

The Ramadan timings will be communicated by the instructor in class. Usually, the classes are scheduled between 3:30pm to 5:30pm.

5. Will the course start on time?

We start the course with minimum of ten paid registrations therefore, the indicated course start dates may vary by ten days or so. In case where a course has one or two registrations, it is deferred by a month or until that time when there are ten registrations received. In such cases, the registered participants are informed by WhatsApp and emails of any delays.

We encourage you to register online to indicate your interest level and also to have your contact details available to us so that we can confirm the registrations and begin the course as per scheduled.

6. Can I pay my fee in cash?

Fee for all short courses and diploma courses *must* be paid via PayPro challan, which can be submitted through internet banking or visiting Meezan Bank and Al-Barakah Bank or any TCS outlet. It can also be paid via credit card on campus. Please note that the service charges of PayPro and bank charges will be added to the tuition fee of the course.

For workshops or Artrageous, the preferred mode of payment is online or via credit card. However, if the applicant is unable to avail these services or is pressed for time, we do accept cash. Please insist on receiving the payment voucher at the time of payment.

7. What is the fee for the short courses?

Most of our two month short courses (32 contact hours) are priced at PKR 28,000/- . The course fee does not include any art material or supplies cost required for the course. Some of the specialised courses have a higher fee which is specified in the course information.

8. What is the fee for the workshop?

The fee varies for each workshop depending on its duration, content, facilitator, and the art material required. Usually, our workshop fee ranges from PKR 3,000-15,000.

9. What is the fee for six-month diploma courses?

The fee structure is as under:

Course Category	Duration	Fee in PKR		
		Registration	Tuition	Total
Basic Diploma	144 Hours	8000	87, 000	95,000
Advanced Diploma	144 Hours	10000	100, 000	110, 000

10. When should I pay the fee?

The fee needs to be paid in the first week of classes. It is advised that fee is paid in full. However, under strenuous circumstance, the student may submit an application for paying the fee in instalments.

11. Can I pay my fees in instalments?

The instalment facility is only available for diploma courses. Fee for short courses must be submitted in full by the course start date.

Diploma course participants can request for the instalment by sending an email to cep@ivs.edu.pk. Please mention the reason for requesting the instalment option. IVS-CEP considers the genuineness and need of the each request. Upon considering the merit of the case, CEP administration could allow the fee to be paid in a maximum of 2 instalments. All the instalments will have to be paid before the beginning of 4th month of the diploma course.

12. Is there transport facility available?

No, IVS does not have its own transport facility. However, information on transport providers or carpool is given on request. Participants also make their own contract carriage arrangements with pick up from central points.

13. When will I get the certificate?

The certificates for short courses are given within ten to fifteen days of course completion. However, a participant is only eligible for the certificate when he/she has fulfilled the attendance requirements and submitted the final assignments given by the instructor.

Certificates and transcripts of diploma courses are given when the full result is received from all instructors. In few courses certification is dependent on final display of course work/assignments which may happen after one to two months of course conclusion.

14. I want to apply for more than one course/discipline, is it possible?

Yes, it is possible. However, you will need to ensure that the class schedule is not clashing with each other.

15. How frequently do you repeat a course?

Yes, we offer most of our courses at least twice in a year in spring and fall.

16. Can I get my registration fee refunded?

In principle, registration fee is non-refundable as mentioned on the fee voucher and email notifications. However, if a course applicant informs us at least ten days prior to the interview date or in case of short courses and workshops the course start date, we may consider the request for a fee refund.

17. Am I entitled to fee refund in case I don't wish to continue at IVS CEP after submitting the fee?

All tuition fee is non-refundable, especially when the participant has joined the course.

In case of a participant has immigrated to another country or city and cannot continue, then we may consider a refund upon receiving substantive evidence.

18. What is the attendance policy?

Participants are expected to maintain at least 80% attendance in short and diploma courses. They also need to be punctual for each class. The instructors may not allow them to attend a class if they habitually late or non-serious in their attitude.

The participants will not be allowed to leave the campus before the class time has ended, until a genuine reason for early leave is provided.

19. Can I travel during the course?

It is advised not to skip the classes because of travel. However, if there is an emergency or prior commitment, you proceed with your travel plan. We request you to inform your instructor and CEP team of via an email to cep@ivs.edu.pk.

20. How do I contact?

You can contact CEP team via email (cep@ivs.edu.pk), sending a WhatsApp message or voice note at +92-3311-487237. You can also visit take an appointment and visit the campus as per the given time.

IVS-CEP has an active Instagram () and Facebook page, any comments or direct messages on social media are responded to within three to four working hours.

21. Will the course be conducted on campus?

All courses are conducted on campus.