



**MAHARISHI**  
INVINCIBILITY INSTITUTE

—  
WORLD LEADING EDUCATION FOR ALL

# STUDENT POLICY HANDBOOK

Being together in Harmony




# MII STUDENT POLICY HANDBOOK

## Document Control

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### Approval

|                 |  |
|-----------------|--|
| Document name   | MII Student Policy Handbook  |
| Revision number | 05   |
| Approved by     | Fikile Dlali   |
| Designation     | HOD: Department of Student Affairs JHB   |
| Signature       |  |
| Date            | 01 August 2024   |

### Revision Index

| Revision number | Revision date | Effective date | Revision page number and description   | Approved by   |
|-----------------|---------------|----------------|--|---------------|
| 04              | 10/03/2022    | 01/07/2022     | Policy updated (effective 01/07/2022 – any changes to the Policy will be communicated to students through circulars distributed by usual communication channels until such time as this policy is updated again) | OPSCO & MANCO |
| 05              | 31/07/2024    | 01/08/2024     | Policy updated   | Fikile Dlali  |
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## Abbreviations and Terms

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|                             |  |
|-----------------------------|--|
| <b>Academies</b>            | MII industry-based programmes where students learn specialised and scarce skills for the purpose of gaining employment in specific industries. Also called Industry Vertical Academies, or Industry Verticals.   |
| <b>Average Attendance</b>   | Actual attendance record over a period of time in respect to the total number of days over the length of the course  |
| <b>Blackmail</b>            | Using emotions, threats, or even power to force your way to access or gain monetary, academic or any other unwarranted benefits  |
| <b>Bribe</b>                | Offering money, gifts or even sexual favour to gain or access monetary, academic or any other unwarranted benefits   |
| <b>CBE</b>                  | Consciousness-Based Education<br><br>This is a scientifically validated method of education that enhances the individual's capacity to grow in knowledge, both objectively and subjectively. The benefits of CBE include social, health and intellectual development, over and above academic achievement. |
| <b>Dealing Drugs</b>        | Selling or distributing unlawful drugs   |
| <b>De-registration</b>      | Removal of a student from the status of being registered from with MII   |
| <b>DFHP</b>                 | Development of Full Human Potential. This is a course which forms part of the curriculum in any field of study at the Maharishi Invincibility Institute, and has credits attached like any other course.   |
| <b>DFHP Credits</b>         | TM MEDITATION: 80% of attendance and full participation of TM Meditation programme during each term earns 0.5 credits<br><br>TM SIDHI: 80% of attendance and full participation of TM Sidhi programme during each term earns 1 full credit, from Term 4 in year 2  |
| <b>Disciplinary Inquiry</b> | A process of investigating and sourcing evidence required for a disciplinary hearing   |
| <b>Disorderly Behaviour</b> | Behaviour that causes disturbance to any learning programme or any meetings happening within MII   |

|                         |  |
|-------------------------|--|
| DSA                     | Department of Student Affairs  |
| Ezemvelo Nature Reserve | Out-of-Campus Nature reserve which forms part of the MII facilities, and utilised for some courses   |
| Foundation Phase        | First-year course where students' basic academic skills are honed  |
| Illegal Drugs           | All drugs that are unlawful to make, buy/sell, and to consume  |
| Learnership             | A SETA-driven programme meant to give students an opportunity to earn additional national South African qualifications and to gain work experience. In most cases students will have the opportunity to earn a stipend.                                |
| MII                     | Maharishi Invincibility Institute  |
| MII Property            | Any property, facilities, equipment or tools that belong to MII, from pens to IT equipment to furniture to toilets   |
| Minor Assault           | Pushing in a way to intimidate or threaten; verbal assault such as swearing in an insulting manner; any other physically threatening action not specified  |
| MIU                     | Maharishi International University, based in Fairfield, Iowa, USA  |
| OHASA                   | Occupational Health and Safety Act   |
| OHASA Committee         | A standing committee that plans, executes, controls and evaluates all OHASA-related activities in the MII building   |
| Probation               | A period during which performance and change of attitude of a student who has been in offence is closely monitored. During this period, any other offence by that student will result in immediate escalation of their current offence's consequences. |
| Programme               | Can either mean: 1. a learning programme module or course, or 2. the daily attendance of group consciousness-development programmes, depending on the context.   |
| Rounding                | A full day of practicing the TM or TM Sidhi programme that is structured for maximum growth and providing deep rest and healing. Rounding may be done over a day, or longer periods of time.   |
| Safety Officers         | Individuals that are trained specifically to ensure that OHASA rules are communicated, adhered to and that all materials and equipment are up to date.   |

|                           |   |
|---------------------------|---|
| <b>Serious Assault</b>    | Any form of physical violence to any other individual with the intent to do grievous bodily harm. Whether it is ‘throwing a clap’, punch or any other action that may physically result in effects such as dizziness, bruise, serious injuries to any part of the body, injuries that may lead to bleeding or in extreme cases having to be admitted in a hospital. |
| <b>SETA</b>               | Sector Education and Training Authority<br>A government authority or body responsible for granting accreditation to organisations on specific industry or sector related qualifications that are offered to empower people  |
| <b>Severe Offences</b>    | Offences which are also criminal offences for which MII has a right to open a criminal case against the offender  |
| <b>Sexual Assault</b>     | Rape; any other action or physically invasive sexual acts without the other person’s explicit consent   |
| <b>Sexual Molestation</b> | Persisting with sexual advances even after being turned down, grabbing, stalking; sending unwelcome messages, pictures or videos on the phone or any other medium; making unwelcome comments that are suggestive or that have sexual connotations; touching another person’s private part(s) without their permission   |
| <b>Sidhis</b>             | An advanced DFHP course that includes advanced practice of TM   |
| <b>Summary Dismissal</b>  | Immediate dismissal after having been found guilty for a serious or severe offence in a disciplinary hearing  |
| <b>Suspension</b>         | A compulsory leave of absence for a set period of time given to a student that is under investigation for disciplinary issues or has failure to meet specific requirements  |
| <b>TM</b>                 | Transcendental Meditation. TM is the most practiced, most widely researched (600 studies), and, according to research, the most effective relaxation and meditation technique in the world to reduce anxiety and stress.  |
| <b>Unauthorised Entry</b> | Entrance to any MII premises that is not authorised, by using someone else’s identity or using other methods that are not acceptable  |
| <b>Work-Study</b>         | A programme for students to gain work experience while studying   |

This Student Policy Handbook is a compilation of all key policies relating to students registered with the Maharishi Invincibility Institute. It should be read in conjunction with:

- ✿ The Student Handbook
- ✿ The MIU Catalogue for students enrolled with MIU
- ✿ Any Policies relating to any other Official Academic Partner of the Institute with which the student may be enrolled
- ✿ The MII Fees Booklet

The Policies are current at the time of issuing the Handbook. Any updates to policies, which may happen at any time, after the approval of MANCO (which is the official policy setting body within MII) will be issued in circulars to students and placed on noticeboards around campus and included in the next year's edition of the Student Policy Handbook.



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**MAHARISHI**  
INVINCIBILITY INSTITUTE

WORLD LEADING EDUCATION FOR ALL

**1.**

**STUDENT CODE  
OF CONDUCT**

# 1 Student Code of Conduct

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## 1.1 The Aim of the Student Code of Conduct

- 1.1.1 The aim of this student Code of Conduct is to ensure that students at Maharishi Invincibility Institute (“MII”) conform to the highest standards of academic and other conduct and to behave in a manner that **benefits students and enhances MII’s values**. In particular, **the student code of conduct seeks to protect the reputation of the institution, its property, its staff and students and the MII community in general** against misconduct and any harmful acts by any member of the student body.
- 1.1.2 In achieving this aim, MII recognises the need to formalise the general rules of conduct for students and stipulate the penalties for contravening these rules.
- 1.1.3 In all matters involving alleged student misconduct, MII seeks to ensure that the following principles are observed:
  - 1.1.3.1 Penalties for contravening the code of conduct should be **progressive and corrective** in the sense that emphasis should be placed on correcting student misconduct in a responsible, remedial and educational manner. Informal advice always takes precedence in dealing with minor offences and is effective when appreciated. **Corrective action is meant to enhance appreciation and to promote a positive attitude.**
  - 1.1.3.2 Students and staff of MII should treat each other with mutual respect. MII seeks to maintain a very focused and disciplined campus learning environment which is at the same time highly supportive of each and every individual. While students should be protected from arbitrary action, it is important for MII to maintain a professional environment conducive for learning.

## 1.2 Purpose and Interpretation

The purpose of this document is as follows:

- 1.2.1 To identify standards regarding student conduct.
- 1.2.2 To identify the penalties that may be imposed for student misconduct.

Notwithstanding these purposes and the general principles set out above, it is recognised that each case of alleged misconduct is unique. Departures from the strict application of the student code of conduct and disciplinary procedures set forth in this document may therefore be made in appropriate circumstances.

## 1.3 Disciplinary Authority

- 1.3.1 Every student must be provided with a document (“the acceptance brochure”) setting out the ethos of the institution and the other information that they need to know when studying at [MII](#). All students are required to sign a copy when accepting their place at MII.
- 1.3.2 On signing this document, or a document referring to this document that expressly binds the signatory to this document, students agree to abide by the provisions of this student code of conduct and disciplinary procedure and any of the rules, and regulations referred to herein.
- 1.3.3 It is on the basis of this agreement between the student and MII that MII is entitled to discipline students for misconduct according to the prescripts set out in this document.

## 1.4 Principles, Standards, and Norms

- 1.4.1 For the purposes of this document, the “Student Code of Conduct” comprises of rules, standards, or precepts of behaviour, conduct and attitude, including those contained in the following:
  - 1.4.1.1 The principles of behaviour and conduct, and all other norms and standards laid down in the “Student Conduct” document (including any amendments that may be made from time to time).
  - 1.4.1.2 The rules contained in the document entitled “Student Declaration and Agreement” (including any amendments that may be made from time to time) and signed by each student on acceptance into the institution.
  - 1.4.1.3 The rules contained in the document entitled “Student Handbook” relating to campus rules, (including any amendments that may be made from time to time).
  - 1.4.1.4 Any other rules and regulations pertaining to particular levels, areas, facilities, [programmes](#), dress code that may be published from time to time.

## 1.5 Forms of Student Misconduct

- 1.5.1 For the purposes of this document and generally, student misconduct at MII is defined as:
  - 1.5.1.1 *“behaviour within or without the precincts of the MII Campus, without just excuse, which:*
    - 1.5.1.1.1 *constitutes a breach of any statute, regulation or rule of MII; or*
    - 1.5.1.1.2 *constitutes a failure or refusal to comply with any punishment or order imposed or made under this document; or*
    - 1.5.1.1.3 *constitutes a failure or refusal to obey a lawful order; or*

1.5.1.1.4 *constitutes conduct that tends to bring MII or any part of it or a member of its staff or a student or any part of its student body into contempt or disrepute; or*

1.5.1.1.5 *interferes with the governance and proper administration of MII; or*

1.5.1.1.6 *interferes with the conditions necessary for teaching, learning or research."*

1.5.2 For the purposes of this document, "premises MII" shall include any building, grounds or any other place where the MII conducts its activities.

1.5.3 Student misconduct as defined above may include, but is not limited to, a failure to comply with any provision of the student code of conduct as defined in clause 3.

#### 1.5.4 **The Onus of Proof**

When determining whether a student is guilty of misconduct, the investigator or the chairperson shall apply the civil standard of proof, namely the balance of probabilities, and not the criminal standard of "beyond reasonable doubt".

#### 1.5.5 **The Right of Maharishi Staff Members to Counsel and Censure Students**

Maharishi Institute staff members have a right to:

1.5.5.1 give any student any reasonable instruction or direction;

1.5.5.2 however, all forms of counselling, sanctioning and enforcing of penalties shall be referred to the Department of Student Affairs.

## 1.6 Student Offences: Categories

**Note:** These are guidelines for the disciplinary committee who may decide on consequences which are more or less severe, depending on the circumstances and evidence.

**Note:** Other misbehaviour (i.e., offences not specifically mentioned below) may also result in a student being subjected to a disciplinary process which may include verbal or written warnings, suspension or not being allowed to reregister.

## 1.6.1 Category 1: Minor Offences

|         | OFFENCE   | RETRIBUTION  |   |   |
|---------|---|--|---|---|
|         |   | 1st Offence –<br>3 months' <u>probation</u>                                    | 2nd Offence –<br>6 months' probation  | 3rd Offence –<br>6 months' probation                                    |
| 1.6.1.1 | Inappropriate dress code  | Counselling<br>May be denied entry to MII, class or exam<br>Caps attract fines | Verbal Warning and increased fine (double)                                      | Written Warning followed by <u>suspension</u> /dismissal (if no change) |
| 1.6.1.2 | Unruly or <u>disorderly behaviour</u> , disruption of class or <u>programme</u> | Counselling and 2 hours of Community Service                                   | Verbal warning or 5 hours of Community Service                                  | Written Warning followed by suspension/dismissal (if no change)         |
| 1.6.1.3 | Cell phone on in class or during <u>TM</u> programme                            | Counselling<br>Phone confiscated for 8 hours<br>Fine to recover phone          | Verbal Warning<br>Phone confiscated for 8 hours<br>Increased Fine               | Written Warning followed by suspension/dismissal (if no change)         |
| 1.6.1.4 | Repeated late arrival in class  | Counselling<br>Attendance Credits halved                                       | Verbal Warning  | Written Warning followed by suspension/dismissal (if no change)         |
| 1.6.1.5 | Use of lifts without permission   | Counselling and 2 hours of Community Service                                   | Verbal warning or 5 hours of Community Service                                  | Written Warning followed by suspension/dismissal (if no change)         |
| 1.6.1.6 | Loitering in MII building outside of work or study hours                        | Counselling and 2 hours of Community Service                                   | Verbal warning or 5 hours of Community Service                                  | Written Warning followed by suspension/dismissal (if no change)         |
| 1.6.1.7 | Doing business during unauthorised hours or in unauthorised areas               | Counselling<br>Fine may be issued  | Verbal Warning<br>Heavier Fine may be issued, or disallowed from selling at MII | Written Warning followed by suspension/dismissal (if no change)         |
| 1.6.1.8 | Littering   | Counselling and 2 hours of Community Service                                   | Verbal warning or 5 hours of Community Service                                  | Written Warning followed by suspension/dismissal (if no change)         |

|         | OFFENCE  | RETRIBUTION                                  |  |   |
|---------|--|--|--|---|
|         |  | 1st Offence –<br>3 months' <u>probation</u>  | 2nd Offence –<br>6 months' probation           | 3rd Offence –<br>6 months' probation                            |
| 1.6.1.9 | Eating in Classrooms, Hall, and undesignated areas | Counselling and 2 hours of Community Service | Verbal warning or 5 hours of Community Service | Written Warning followed by suspension/dismissal (if no change) |

## 1.6.2 Category 2: Serious Offences

|         | OFFENCE   | RETRIBUTION  |   |   |
|---------|---|--|---|---|
|         |   | 1st Offence –<br>3 months' <u>probation</u>  | 2nd Offence –<br>6 months' probation  | 3rd Offence –<br>6 months' probation  |
| 1.6.2.1 | Academic dishonesty (copying, plagiarism, etc.)   | Exam Cancelled<br>Community Service<br>or Verbal Warning   | Written Warning   | <u>Suspension</u> pending<br><u>Disciplinary Inquiry</u>                                |
| 1.6.2.2 | Cheating in examinations  | Counselling<br>Written Warning   | Suspension pending<br>a Disciplinary Inquiry  | <u>Summary Dismissal</u><br>No Renewed<br>Registration                                  |
| 1.6.2.3 | Unauthorised, unlawful, or forceful entry and occupation of MII premises  | Counselling<br>Written Warning<br>Community Service  | Suspension pending<br>Disciplinary Inquiry  | Summary Dismissal   |
| 1.6.2.4 | Unauthorised, unlawful use of <u>MII property</u> or facilities   | Counselling<br>Verbal Warning<br>Community Service   | Written Warning   | Suspension pending<br>Disciplinary Inquiry  |
| 1.6.2.5 | Failure to follow <b>reasonable</b> instructions of a member of faculty – insubordination / defiance  | Counselling<br>Verbal Warning<br>Community Service   | Written Warning   | Suspension pending<br>Disciplinary Inquiry  |
| 1.6.2.6 | Being intoxicated with / or using alcohol and illegal, addictive drugs / substances during school and <u>programme</u> at any MII event on all MII premises | Where there is<br>Voluntary Disclosure,<br>3-week ongoing<br>Counselling<br>and<br>Verbal Warning<br>Being caught during<br>random testing will<br>result in second<br>offence<br>consequence. | Testing positive<br>during random tests<br>may result in<br>immediate<br>suspension until<br>professional<br>intervention is<br>complete.<br><br>The same applies to<br>refusal to be tested. | Any repeat positive<br>test during or after<br>the intervention,<br>Immediate Dismissal |
| 1.6.2.7 | Smoking cigarettes inside MII premises  | Counselling<br>Verbal Warning  | Written Warning   | Suspension pending<br>Disciplinary Inquiry  |

|          | OFFENCE  | RETRIBUTION   |                                      |  |
|----------|--|---|--------------------------------------|--|
|          |  | 1st Offence –<br>3 months' <u>probation</u>           | 2nd Offence –<br>6 months' probation | 3rd Offence –<br>6 months' probation               |
| 1.6.2.8  | <u>Minor Assault</u> and Intimidation; Bullying (incl. cyber); making threats of violence; and <u>Sexual Molestation</u> | Counselling<br>Verbal Warning or<br>Community Service | Written Warning                      | Suspension pending<br>Disciplinary Inquiry         |
| 1.6.2.9  | Destruction of <u>MII property</u> (including writing on furniture, walls; wilful breaking of anything)                  | Counselling<br>Community Service<br>or Verbal Warning | Written Warning                      | <u>Suspension pending<br/>Disciplinary Inquiry</u> |
| 1.6.2.10 | Sexual activity on Institute property or during MII activities (including excursions)                                    | Counselling<br>Verbal Warning or<br>Community Service | Written Warning                      | Suspension for Six (6) Months                      |
| 1.6.2.11 | Possession of / accessing pornographic material using MII computers  | Counselling<br>Verbal Warning or<br>Community Service | Written Warning                      | Suspension pending<br>Disciplinary Inquiry         |

### 1.6.3 Category 3: Severe Offences

|         | OFFENCE  | RETRIBUTION   |                                      |                                      |
|---------|--|---|--------------------------------------|--------------------------------------|
|         |  | 1st Offence –<br>3 months’ <u>probation</u>                             | 2nd Offence –<br>6 months’ probation | 3rd Offence –<br>6 months’ probation |
| 1.6.3.1 | Theft  | Counselling<br><u>Suspension</u> pending<br><u>Disciplinary Inquiry</u> | <u>Summary Dismissal</u>             | Criminal Case may be opened          |
| 1.6.3.2 | Possession or Consumption of, and dealing with, <u>illegal drugs</u> on MII premises                               | Summary Dismissal   | No Renewed Registration              | Criminal Case may be opened          |
| 1.6.3.3 | <u>Serious Assault</u> , resulting in grievous bodily harm   | Counselling<br>Suspension pending<br>Disciplinary Inquiry               | Summary Dismissal                    | Criminal Case may be opened          |
| 1.6.3.4 | Any offence that is maliciously aimed at causing serious disrepute to MII and its staff                            | Suspension pending<br>Disciplinary Inquiry                              | Summary Dismissal                    | No Renewed Registration              |
| 1.6.3.5 | Rape and any other form of physically invasive Sexual Harassment   | Counselling<br>Suspension pending<br>Disciplinary Inquiry               | Summary Dismissal                    | Criminal Case may be opened          |
| 1.6.3.6 | Deliberate falsifying of academic results to gain registration or any other opportunity within MII                 | Suspension pending<br>Disciplinary Inquiry                              | Summary Dismissal                    | No Renewed Registration              |
| 1.6.3.7 | Deliberate falsifying of Financial documents to claim money from MII   | Suspension pending<br>Disciplinary Inquiry                              | Summary Dismissal                    | No Renewed Registration              |
| 1.6.3.8 | Attempt or actual <u>Bribing</u> or <u>Blackmailing</u> of MII official/staff to gain academic or financial favour | Suspension pending<br>Disciplinary Inquiry                              | Summary Dismissal                    | No Renewed Registration              |

|         | OFFENCE  | RETRIBUTION                                 |                                      |                                      |
|---------|--|---|--------------------------------------|--------------------------------------|
|         |  | 1st Offence –<br>3 months' <u>probation</u> | 2nd Offence –<br>6 months' probation | 3rd Offence –<br>6 months' probation |
| 1.6.3.9 | Possession or use of dangerous and illegal weapons on MII premises | Suspension pending Disciplinary Inquiry     | Summary Dismissal                    | No Renewed Registration              |



**MAHARISHI**  
INVINCIBILITY INSTITUTE

WORLD LEADING EDUCATION FOR ALL

**2.**

**DRESS CODE  
POLICY**

## 2 Dress Code Policy

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### 2.1 Philosophy and Purpose

- 2.1.1 It is very important for our students and faculty to maintain a professional, business-like appearance for the success and image of the Maharishi Invincibility Institute.
- 2.1.2 All students are expected, at all times, to present a professional, business-like image to clients, stakeholders and the general public. Every student and faculty may, at one time or another, come in contact with clients, stakeholders and the general public. Thus, it is important for all students and employees to be dressed appropriately and present a well-groomed appearance on campus every day as this impinges on the reputation of the organisation.
- 2.1.3 The Maharishi Institute recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to clinical, health and safety, security and infection control considerations. Public decency must also be taken into consideration.
- 2.1.4 The Dress Code Policy is designed to guide students and faculty on the application of Maharishi Invincibility Institute standards of dress and appearance. The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and students should use common sense in adhering to the principles underpinning the Policy.
- 2.1.5 All students are required to comply with the principles of the Dress Code Policy. Failure to adhere to the Maharishi Invincibility Institute's standards of dress and appearance may constitute misconduct and may result in formal disciplinary proceedings.
- 2.1.6 Students are responsible for following the standards of the dress code and appearance laid down in this policy and should understand how this policy relates to their campus environment; health and safety, infection control, particular role and duties and contact with others during the course of their study and working. Most of all, appropriateness and public decency must be upheld.

### 2.2 Formal Dress Code

The following is a list of appropriate professional clothing in the Institute.

- 2.2.1 In a formal business environment, the standard of dressing for gentlemen and ladies is formal or smart casual, a jacket and pants or a skirt, or a dress paired with appropriate accessories.
- 2.2.2 Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business. In our work environment, clothing should be pressed and never wrinkled.

- 2.2.3 Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

## 2.3 Dress-Down Days

Certain days can be declared dress down days, generally Fridays and [Rounding Days](#).

On these days, business casual clothing, although never clothing potentially offensive to others, is allowed. Clothing that has the company logo is encouraged.

Sports team, university, and fashion brand names on clothing are generally acceptable.

## 2.4 Formal Business Attire Recommendations

- 2.4.1 This is an overview of appropriate formal business attire. The lists tell you what is generally acceptable as formal business attire and what is generally not acceptable as formal business attire.
- 2.4.2 No dress code can cover all contingencies so students and staff must exert a certain amount of judgment in their choice of clothing to wear to school. If you experience uncertainty about acceptable, professional formal business attire for [MII](#), please ask the Dean of Student or the Registrar.
- 2.4.3 In a case where a new students can't afford to buy smart casual or formal clothes in the circular market, MII has a boutique with appropriate and smart clothing for affordable prices. Contact the Department of Student affairs to access the MII boutique.
- 2.4.4 Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, pants that match a suit jacket, and nice-looking dress synthetic pants are acceptable.
- 2.4.5 Jeans on a formal shoe and shirt are acceptable. Inappropriate slacks or pants include any that are too informal. This includes patched up or torn jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for exercise or biking.
- 2.4.6 Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate. Mini-skirts, bum-shorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate
- 2.4.7 Shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable attire if they contribute to the appearance of formal, professional dress. Most suit jackets or sport coats are also desirable attire for the office.

- 2.4.8 Inappropriate attire for work and school includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or plunging necklines; golf-type shirts; sweatshirts; and t-shirts.
- 2.4.9 Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, and backless shoes are acceptable for work. Wearing stockings or socks is advisable. Leggings are inappropriate but can be worn with a skirt.
- 2.4.10 Athletic shoes, tennis shoes, thongs, flip-flops, slippers, and any casual shoe with an open toe are not acceptable.
- 2.4.11 Tasteful, professional ties, scarves, belts, and jewellery are encouraged. Jewellery should be worn in good taste, with limited visible body piercing.
- 2.4.12 A professional appearance is encouraged, and excessive makeup is unprofessional.
- 2.4.13 Remember that some students are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.
- 2.4.14 Hats are not appropriate in the building. Head Covers that are required for religious purposes or to honour cultural tradition are allowed. Maharishi Institute embraces culture and respects religious belief of every individual.

#### 2.4.1 Summary Table of Acceptable and Unacceptable Attire at MII

| ACCEPTABLE: MALE  | ACCEPTABLE: FEMALE  |
|---|---|
| Male Suit   | Female Suit   |
| Formal Shirt  | Formal Shirt or Blouse  |
| Formal Trousers   | Formal Trousers   |
| Formal Shoes  | Formal Shoes  |
| Jackets (optional)  | Jackets   |
|   | Formal Skirts   |
|   | <i>Dresses and Skirts should be appropriate; preferably, not more than four fingers above the knee.</i> |
| <i>All trousers must be worn with a belt.<br/>Clean, NEATLY pressed and not wrinkled.</i> | <i>All trousers must be worn with a belt.<br/>Clean, NEATLY pressed and not wrinkled.</i>               |
| Accessories and Jewellery   |   |
| Belts   | Belts   |
| Scarves   | Scarves   |
| No earrings   | Jewellery   |
| Limited visible body piercings  | Limited visible body piercings  |

| ACCEPTABLE: MALE   | ACCEPTABLE: FEMALE         |
|--|----------------------------|
| <b>NB:</b> No male student is expected to wear any facial accessories. | One set of earrings        |
| Shoes and Footwear   |                            |
| Conservative walking shoes   | Conservative walking shoes |
| Oxfords  | Oxfords                    |
| Loafers  | Loafers                    |
| Boots  | Boots                      |
| <b>NOT</b> Black Tekkies   | Dress shoes                |
|  | Dress heels                |
|  | Flats                      |
|  | Backless shoes             |
| Fridays  |                            |
| Tracksuits   | Tracksuits                 |
| T-Shirts   | T-Shirts                   |
| Jeans  | Jeans                      |
| Sweatpants / gym pants   | Sweatpants / gym pants     |
| Golf shirts  | Golf shirts                |
| Sweatshirts  | Sweatshirts                |
| Athletic shoes   | Athletic shoes             |
| Tennis shoes   | Tennis shoes               |
| Casual shoe  | Casual shoe                |

| UNACCEPTABLE: MALE                                    | UNACCEPTABLE: FEMALE                                 |
|---|--|
| Baggy   | Baggy  |
| Tank tops   | Tank tops  |
| Midriff tops  | Midriff tops   |
| Halter-tops   | Mini skirts  |
| Shorts  | Shorts   |
| Vests/tops with bare shoulders or plunging necklines  | Vests/tops with bare shoulders or plunging necklines |
| Hats (unless worn for religious or cultural purposes) | Leggings or any spandex                              |
| Torn, dirty or frayed jeans                           | Torn, dirty or frayed jeans                          |
| Thongs and Flip-Flops                                 | Thongs and Flip-Flops                                |

| UNACCEPTABLE: MALE                        | UNACCEPTABLE: FEMALE    |
|---|-------------------------|
| Slippers                                  | Slippers                |
|   | Sun dresses             |
|   | Beach dresses           |
|   | Spaghetti-strap dresses |
| Clothing should NOT reveal the following: |                         |
| Back and Stomach                          | Back and Stomach        |
| Chest                                     | Cleavage                |
| Feet                                      | Feet                    |
| Thighs                                    | Thighs                  |
| Underwear                                 | Underwear               |

Any student who signs the indemnity form and the Maharishi Institute Application form to study through the Institute's education partners agree to comply with the terms and conditions set by the Maharishi Institute dress code policy.



**MAHARISHI**  
INVINCIBILITY INSTITUTE

WORLD LEADING EDUCATION FOR ALL

**3.**

**DRUG AND ALCOHOL ABUSE  
POLICY**

## 3 Drug and Alcohol Abuse Policy

| MII's Position  | SA Law, Science, TM, Employment  |
|---|--|
| <p><b>1. ZERO TOLERANCE</b></p> <p>It is a <b>requirement for acceptance and continued studies</b> into Maharishi Invincibility Institute that every student refrains from any kind of unlawful, addictive, or over-the-counter abuse of drugs, as well as alcohol abuse.</p> <p>This applies at <b>any and all times, as long as the student is still registered</b> at Maharishi Invincibility Institute.</p>   | <p><b>4. DONOR FUNDING</b></p> <p><u>MII</u> is highly dependent on funding from donors; <b>donors do not approve</b> any kind of drug and alcohol abuse.</p>  |
| <p><b>2. MII GOAL AND INTENTION</b></p> <p>The goal of the Maharishi Invincibility Institute (MII) is to:</p> <ul style="list-style-type: none"> <li>• develop the full potential of every student; and</li> <li>• develop consciousness-based leaders.</li> </ul> <p>There is a high probability that being under the influence of unlawful drugs and abusing alcohol will hinder the development of the full potential of students, as well as their development into consciousness-based leaders.</p>  | <p><b>5. ACCORDING TO SCIENTIFIC RESEARCH:</b></p> <p>Abuse of unlawful drugs is harmful and is <b>likely to hinder</b>:</p> <ul style="list-style-type: none"> <li>• academic progress; clarity of mind; and</li> <li>• development of balanced personality.</li> </ul> <p><b>Also, experience has shown that drug abuse works against:</b></p> <ul style="list-style-type: none"> <li>• successful practice of the Transcendental Meditation and <u>TM-Sidhi programmes</u>; and</li> <li>• gaining employment.</li> </ul> |
| <p><b>3. TESTING and DISCIPLINARY ACTION</b></p> <p><i>MII has a right to conduct sporadic searches of students (for drugs and alcohol) within its premises and during campsite courses or excursions any time during their tenure at MII.</i></p> <ul style="list-style-type: none"> <li>• Students will be <b>randomly</b> selected to be tested for use of unlawful drugs.</li> <li>• Students <b>suspected</b> of drug and alcohol abuse will also be referred for testing.</li> <li>• <b>If found guilty</b> of possession, dealing, or using unlawful drugs and being intoxicated with alcohol, students will be subjected to MII's disciplinary procedures according to the <b>MII Code of Conduct</b> which may result in <u>suspension</u>.</li> </ul> | <p><b>6. SOUTH AFRICAN LAW</b></p> <p>It is <b>illegal</b> to:</p> <ul style="list-style-type: none"> <li>• consume or be in possession of marijuana in public;</li> <li>• for a minor to consume marijuana;</li> <li>• for anyone to sell or buy marijuana; or</li> <li>• to <i>not</i> report the above activities to the SAPS.</li> </ul>   |



**MAHARISHI**  
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WORLD LEADING EDUCATION FOR ALL

**4.**

**DEVELOPMENT OF  
FULL HUMAN POTENTIAL**

## 4 Development of Full Human Potential Policy

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### 4.1 Policy Statement

Maharishi Invincibility Institute's purpose is to develop the full potential of students and individuals while developing conscious leaders for Africa. Maharishi Invincibility Institute believes that every individual irrespective of their background, when given the opportunity to develop to their full potential, can achieve a great and fulfilling life.

To this end, Maharishi Invincibility Institute (MII) offers Consciousness-Based Education, a system of education that enables Development of Full Human Potential (DFHP), the missing link in today's education that makes education complete and fulfilling by creating a balanced individual.

This was Maharishi Mahesh Yogi's legacy to the world.

Development of Full Human Potential consists of the practice of Transcendental Meditation (TM) and TM [Sidhis](#) (Advanced course of TM). Transcendental Meditation is a mental technique that is scientifically proven to have enormous social, health and intellectual benefits to individuals who practice it consistently, and most importantly, TM Sidhi [programme](#) practice has been scientifically proven to have positive effects on society as a whole. This is core to the approach of Consciousness-Based Education utilised by MII.

### 4.2 Objectives

- 4.2.1 To ensure that all students registered with Maharishi Institute receive education in a way that will enable them to reach their full potential.
- 4.2.2 To outline the structure that students must comply with in order to achieve their [DFHP credits](#) at MII: from [Foundation Phase](#) to [MIU BA degree Phase](#).
- 4.2.3 To state the [DFHP](#) requirements to advance from one level to another during the period of study at Maharishi Invincibility Institute:
  - 4.2.3.1 Requirements during Foundation Phase in order to be accepted to the next Phase
  - 4.2.3.2 Requirements for acceptance to Sidhi programme
  - 4.2.3.3 Requirements for acceptance into MIU degree and to graduate
  - 4.2.3.4 How credits are earned through daily attendance, Forest academy [roundings](#), weekend roundings, and Invincible Africa rounding
- 4.2.4 To state the quality and standards that must be maintained during group practice of DFHP, as well as measures that are to be taken in case of contravention of the standards.

### 4.3 DFHP Course Structure

**Table 1** below stipulates how credits for the [DFHP](#) course are earned from [Foundation Phase](#) to Graduation:

| TERM                 | LEVEL / PHASE                                   | No. of TERMS    | CREDITS         | EXPLANATION  |
|----------------------|---|-----------------|-----------------|--|
| <b>Term 1</b>        | Foundation Level                                | (1)             | 1               | Learning the <a href="#">TM Programme</a> – 1 Credit. Only if all 7 learning steps/sessions attended and completed.  |
| <b>Terms 1 – 3</b>   | Foundation Level<br><i>(usually in Year 1)</i>  | 3               | 1.5             | Practicing TM: ½ Credit per Term. Only if 80% attendance overall for each block in the Term.   |
| <b>Terms 4 – 6</b>   | Certificate Level<br><i>(usually in Year 2)</i> | 3               | 1.5             | Practicing TM: ½ Credit per Term. Only if 80% attendance overall for each block in the Term. This applies to all Terms in Year 2, except for the TM-Sidhi Course Term <i>(next line below)</i> .   |
|                      | Certificate Level<br><i>(usually in Year 2)</i> | 1               | 0.5<br>+<br>0.5 | 1 Credit for the Term in which the TM-Sidhi Course Residence Section is taken and passed.<br><i>(NOTE: in exceptional cases the TM-Sidhi programme may be taken in Year 1). Regardless of whether TM-Sidhi is taken in Year 1 students to still only be eligible to receive 1 credit per term from Term 4 of Y2</i>  |
| <b>Terms 7 – 10</b>  | Certificate Level<br><i>(usually in Year 3)</i> | 4               | 4               | <ul style="list-style-type: none"> <li>• Practicing TM-Sidhi Programme: 1 Credit per Term if 80% attendance for each block in the term</li> <li>• <b>When 8 Credits</b> are achieved:               <ul style="list-style-type: none"> <li>○ Can apply for MIU if Academic and other requirements are met</li> <li>○ Awarded Leadership 1A certificate (if 7 Credits by end of 3<sup>rd</sup> year)</li> </ul> </li> </ul> |
| <b>Terms 11 – 14</b> | MIU Level<br><i>(usually in Year 4)</i>         | 4               | 4               | Practicing TM-Sidhi Programme: 1 Credit per term if 80% attendance for each block in the term  |
| <b>Terms 15 – 17</b> | MIU Level<br><i>(usually in Year 5)</i>         | 3               | 3               | Practicing TM-Sidhi Programme: 1 Credit per term if 80% attendance for each block in the term  |
|                      | <b>TOTAL</b>                                    | <b>18 + (1)</b> | <b>16</b>       | <b>16 credits are required for MIU BA Graduation</b>   |

- 4.3.1 Development of Full Human Potential is offered as a major course to students registered at Maharishi Invincibility Institute. Therefore, all students are expected to pass the course in each phase of study to progress to the next phase, irrespective of their academic results.
- 4.3.2 Students who do not achieve the required credits for [DFHP](#) in year 1 and 2 will not qualify to participate in the [TM Sidhi](#) course at the end of year 2. Students will be given a second chance in Year 3 to qualify for the TM Sidhi course. A failure to qualify for Sidhis for the second time will result in a student not being allowed to do the Sidhi's course, and consequently cannot register with [MIU](#). They will however be given an opportunity to finish their course at level 5.
- 4.3.3 Should a student who wishes to make an appeal before a panel to be given a third chance may write a letter of appeal addressed to the consciousness department.
- 4.3.3.1 **The process of appeal:** A student sends a letter of appeal to the Consciousness Committee, which then considers the appeal. Only with unanimous agreement may the appeal be approved, and the student granted another chance.
- 4.3.4 For any student who wants to make up for low DFHP attendance and participation during a block to ensure they meet the 80% attendance and participation requirement there are opportunities to do so through the following activities:
- 4.3.4.1 A full day [rounding](#) on a weekend (Saturday) – counts for 3 full sessions.
- 4.3.4.2 Rounding on a Wednesday – counts for 1 extra session for the day.
- 4.3.4.3 Three full days rounding during forest academy – counts for 1 extra session per day (3 in total).
- 4.3.4.4 Friday afternoon meditation – counts for 1 full session.
- 4.3.4.5 Saturday meditation – counts for 1 extra session in the morning and 1 extra session in the afternoon.
- 4.3.5 Credits are not transferable to the following academic year.

*Please refer to Summary Table of Attendance Requirements for DFHP for the current year of registration.*

## 4.4 Standards of Quality Required for Practice of TM and TM Sidhi

- 4.4.1 In as much as the practice of [TM](#) and TM Sidhi will be measured mostly on [average attendance](#) and participation, there are standards of quality that still need to be maintained in order for students to truly benefit from the course as described in the Policy statement:
- 4.4.1.1 **Timeliness:** Students are expected to be ready to begin their TM or TM Sidhi [programme](#) at 08h00 in the morning and 14h30 in the afternoon. Students will be marked late as of 08h05 in the morning and 14h35 in the afternoon.

Please refer to the Consciousness Development [Programme](#) Attendance Guidelines for further details on expectations and outcomes relating to attendance.

4.4.1.2 **Silence:** Silence is dynamic and allows anyone practicing Asanas and [TM](#) to gain the full benefits. Enter and leave in silence. Any form of disruption will result in wasted time and create disturbance for others of the full benefits of the TM programme.

4.4.1.3 **Full participation:** A great attitude is a precursor to greatness, it allows us to enjoy whatever we do, resulting in great achievement and fulfilment. Full participation is expected unless in case of illness or pregnancy, which must be reported to the supervisor in advance.

4.4.2 Consistency in practicing TM programme.

## 4.5 Rights and Responsibilities

### 4.5.1 Maharishi Invincibility Institute:

4.5.1.1 has a right to protect its values;

4.5.1.2 has a right to decide the major course for students registered in the Institute;

4.5.1.3 has a right to set the required standards and quality to be maintained during practice of TM and TM Sidhi programme;

4.5.1.4 has a responsibility to provide a conducive environment for practice of TM and TM [Sidhis](#), as well as material, registers, etc. required to collect data;

4.5.1.5 has a responsibility to provide all necessary guidance on procedures to be followed when practicing TM and TM Sidhi programme;

4.5.1.6 has a responsibility to provide qualified staff and trained facilitators to supervise and assess the course;

4.5.1.7 has a responsibility to ensure that all data collected is reflected accurately, and that assessments and selections are conducted professionally, fairly and with transparency.

### 4.5.2 Students:

4.5.2.1 have a right to learn and benefit from [DFHP](#) course;

4.5.2.2 have a responsibility to adhere or comply to the requirements, and standards of quality expected during DFHP programme.

## 4.6 Oversight and Custodianship

- 4.6.1 The [MIU](#) Consciousness Department has custodianship of this policy and will accordingly determine processes and procedures to be followed during [DFHP programme](#).
- 4.6.2 The Consciousness Department will also exercise control over and monitor day to day activities of DFHP.

## 4.7 Contravention of the Policy and Procedures

- 4.7.1 The [DSA](#) will be a point of referral for students who contravene the Policy for an appropriate penalty as per Student Code of Conduct.
- 4.7.2 Students who contravene the Policy will face penalties as per the Student Code of Conduct according to the gravity of the offence. Some offences are listed below (may be more):
  - 4.7.2.1 Causing disruption in any way during TM or [TM](#) Sidhi programme
  - 4.7.2.2 Displaying a negative attitude and failing to follow instruction from the programme supervisor
  - 4.7.2.3 Use of cell phone in any way, and failure to keep cell phone from ringing aloud
- 4.7.3 Supervisors may from time to time apply their own proactive ways to encourage great participation and enjoyment of TM and TM [Sidhi](#) practice. However,
- 4.7.4 Supervisors may also take corrective measures where necessary to address persistent bad behaviour that creates negative influence on the whole group.

## 4.8 Related Policies and Documents

- 4.8.1 Student Code of Conduct
- 4.8.2 Procedure for conducting and assessment of DFHP
- 4.8.3 Any documentation produced by programme supervisors or TM teachers, from time to time, to proactively encourage enjoyment of TM and TM Sidhi practice or to take punitive action where necessary
- 4.8.4 MIU Policy
- 4.8.5 Sidhi Administration Procedures

## 4.9 Policy Review

This policy stands until a further review by management annually.



**MAHARISHI**  
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**5.**

**ATTENDANCE  
POLICY**

## 5 Attendance Policy

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### 5.1 Policy Statement

Attendance forms a very important part of [MII](#) and it is tracked daily. As a [CBE](#) institution, our [programmes](#) run every day because consistency and attention lead to growth, and growth of full human potential is what we believe true education should accomplish for every individual.

### 5.2 Purpose

The purpose of this policy is to create understanding of the importance of daily attendance and the impact of poor attendance regarding completion of courses and results.

MII's model of CBE is unique and different when compared to other institutions of higher learning, we expect students to be present every day, neat and presentable, ready to give their all. This is one of the practical ways that MII is preparing future managers, entrepreneurs and achievers.

It also enables MII to account for every student, because every individual's well-being matters.

### 5.3 General Attendance

**All MII-Students are required to be on campus every day, Monday – Friday, starting at 08h00 AM.**

Finishing times are dependent on level of study.

From Monday – Friday, ALL students are expected to attend all scheduled courses.

This includes:

- 5.3.1 Consciousness Development sessions for [TM](#) and the TM-Sidhi programme ([DFHP](#))
- 5.3.2 Academic sessions for academic related courses conducted in foundation and certificate phase
- 5.3.3 [MIU](#) sessions for the MIU-related courses
- 5.3.4 [Learnership](#) sessions for students registered on learnership or academy courses
- 5.3.5 In-residence sessions for students completing courses in residence at [Ezemvelo](#) or any other in-residence site
- 5.3.6 Work practical sessions for work integrate learning courses

Failure to attend the sessions will impact on overall attendance results which will have various consequences/outcomes.

## 5.4 TM Attendance

- 5.4.1 All students and staff start their day with attendance of [TM](#) which starts at 08h00 in the mornings and 14h30 in the afternoons daily, Monday to Friday. Thus, everyone is encouraged to arrive at least 10 minutes before starting time in order to prepare themselves mentally and physically.
- 5.4.2 Consistent late arrivals reflect badly on the individual and does not allow the individual to get full benefits from the [programme](#).
- 5.4.3 Daily attendance and full participation in TM and TM [Sidhi](#) programme is a major contribution towards credits for the [DFHP](#) course, which is a major course at [MII](#).
- 5.4.4 A minimum attendance of 80% per term is required to attain full credits for DFHP course
- 5.4.5 Registers are to be signed daily either manually or through biometric, this allows MII to keep track of attendance for the purpose of credits as well as wellbeing of students.
- 5.4.6 Failure to sign register will lead to loss of credits
- 5.4.7 Having someone else sign a register on your behalf may lead to disciplinary measures taken against the student as per code of conduct.

## 5.5 Foundation, Certificate Phase Attendance

- 5.5.1 Daily attendance of classes is also expected.
- 5.5.2 A minimum of 80% [average attendance](#) guarantees a student to be allowed to continue with all the academic and forest academy courses
- 5.5.3 Registers must be signed, either manually or electronically through biometric
- 5.5.4 Failure to sign register will lead to loss of credits, as well as being disqualified from the course, which means the student will have to repeat the course.
- 5.5.5 Students must pay **R50 to repeat** Media Works (includes Maths Levels 2–4 and English)
- 5.5.6 Students must pay **R150 to repeat** an academic course in Phase 2, or pay R75 to repeat a Forest Academy course that was not completed due to less than 80% attendance.
- 5.5.7 An **extra R50 for late payment** will be added if payment is done later than the due date.
- 5.5.8 Students who have to repeat a course because they were absent due to their parent or child's death, or illness, must provide proof. Where proof is legitimate the student will not have to pay to repeat a course.
- 5.5.9 Students who must repeat a course because they fell ill must produce proof. If proof is legitimate, they will not have to pay for repeating a course.
- 5.5.10 Having someone else sign a register on your behalf may lead to disciplinary measures taken against the student as per code of conduct.

- 5.5.11 Students sent away for misconduct or inappropriate dress code will be considered absent, even if the register has been signed.

## 5.6 MIU Attendance

- 5.6.1 [MIU](#) classes start at 16h05, and students are expected to be on time.
- 5.6.2 Students are still expected to attend the classes daily on campus, even though they happen online.
- 5.6.3 Any exceptions with regard to attending on campus will require permission from the course director and the course coordinator at [MIU](#), otherwise the student will be considered as absent.
- 5.6.4 A minimum attendance of 80% is required in order to be allowed to complete the course.
- 5.6.5 Failure to meet the minimum requirement of attendance may lead to being disqualified from the course. Students will have to pay **R1,500 to repeat** a course that was not completed.

## 5.7 Learnerships, Work-Study, and Academies Attendance

- 5.7.1 Students are bound to the MII attendance policy as long they are registered as MII students, unless otherwise stated in a specific policy of the [learnership](#), [work-study](#) or academy they may be doing.
- 5.7.2 Failure to comply with the attendance policy will result in disciplinary measures against the student based on the MII Code of Conduct.

## 5.8 Courses Undertaken at Ezemvelo

- 5.8.1 Students are expected to adhere to the Attendance Policy even when the course is done off campus, such as [Ezemvelo Nature Reserve](#).
- 5.8.2 It is the student's responsibility to inform their parents, spouses, etc. of the duration of the course.
- 5.8.3 If the student is a minor, parental consent will be required.
- 5.8.4 Indemnity forms are required to be signed for students who attend off campus courses.
- 5.8.5 Failure to adhere strictly to the attendance policy on courses done off campus will result in a student being disqualified from the course and sent home at their own expense.

## 5.9 Absence of Leave

- 5.9.1 Students who want to take time off from their studies due to pregnancy, medical, family or other compelling reasons may approach the head of department as well as the [DSA](#) to request leave of absence.
- 5.9.2 A form must be completed to explain the reasons for the request, as well as the period of time of absence required.
- 5.9.3 Should the period of time requested be exceeded, the student will automatically be deregistered, unless there has been communication before the requested period lapses to explain why there is a delay.

## 5.10 De-registration

- 5.10.1 If a student wishes to take a break from their studies the student must formally inform the institution and deregister. Should the student wish to return at a later date, they will be required to re-register as set out in the procedure below, subject to the course and/or qualification still being offered. A re-registration fee will be payable.
- 5.10.2 The procedure to deregister:
  - 5.10.2.1 A student who decides to deregister must approach the registration department on the second floor and request a [de-registration](#) form.
  - 5.10.2.2 The student must also see a DSA counsellor to discuss the reasons for deregistering and to inform sponsors.
  - 5.10.2.3 The Finance, IT, and Consciousness department must also be made aware of the de-registration of the student.
  - 5.10.2.4 Arrangements must be made to pay outstanding fees.
  - 5.10.2.5 Any property of [MII](#) in possession of the student must be returned.
- 5.10.3 Missing two blocks in a row, without notifying the Institute, will automatically be considered as a de-registration. Students who fail to formally inform the institution of their leave of absence and who are automatically deregistered will be able to apply for acceptance back onto the [programme](#). However, such acceptance will be at the discretion of the Institute. A re-registration fee will be payable.

## 5.11 Re-admittance to MII

- 5.11.1 Students who return to MII after leave of absence, de-registration or having served [suspension](#) from disciplinary action must:
  - 5.11.1.1 Report to DSA first with the request to re-register.

- 5.11.1.2 The [DSA](#) is to assess the readiness, fitness and eligibility of the student to resume their studies at [MII](#). The DSA to check if the course being applied for is still being offered.
- 5.11.1.3 Should the DSA find the student eligible and ready and if the course is still being offered, they must be referred to the academic administration department and consciousness department with a letter from the DSA for re-registration.
- 5.11.1.4 A re-registration fee is to be paid.

## 5.12 Related Policies and Procedures

- 5.12.1 Daily Registers
- 5.12.2 MII Student Code of Conduct
- 5.12.3 DFHP Policy
- 5.12.4 Registration Procedures



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**6.**

**STUDENT DISCIPLINARY  
PROCEDURES**

## 6 Student Disciplinary Procedures

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### 6.1 Principles of Disciplinary Procedures

- 6.1.1 Disciplinary action should be fair, proportionate and consistent both with regard to the procedure that is adopted to deal with it and with regard to the substance of any penalty.
- 6.1.2 Disciplinary action should be progressive and corrective in the sense that every effort should be made to correct student misconduct in a responsible, remedial and educational manner. Informal advice and correction are the best and most effective ways to deal with minor instances of student misconduct.
- 6.1.3 To lay down the procedures to be followed in cases of alleged misconduct.

### 6.2 Grievance Procedure

- 6.2.1 Students or staff who want to lay a grievance against someone may go to the DSA offices and lay a complaint
- 6.2.2 They will be required to complete a grievance form, which may or may not be available electronically, wherein it will be taken as a statement that may be used as a charge against the person they are aggrieved by.
- 6.2.3 The [DSA](#) officer responsible for disciplinary matters will then investigate the matter and establish findings within a period of a week, depending on availability of information
- 6.2.4 Should the findings determine that there was misconduct, an appropriate sanction will be recommended and carried out depending on the seriousness of the misconduct.
- 6.2.5 Should the misconduct be serious enough to require a disciplinary hearing, the DSA officer will initiate the process

### 6.3 Procedural Fairness

- 6.3.1 Any person may refer any allegation of student misconduct to the DSA Disciplinary officer.
- 6.3.2 Whenever an allegation of student misconduct is referred to the DSA, the DSA must, within 14 days of the referral of the allegation either:
  - 6.3.2.1 institute a formal investigation into the alleged student misconduct; and
  - 6.3.2.2 upon having conclusive findings, communicate the way forward with the complainant and the other parties involved.
- 6.3.3 If the DSA Disciplinary Officer is of the view that a formal investigation should be instituted, it must either:

- 6.3.3.1 designate a person to act as investigator and to conduct a disciplinary enquiry into the matter and make a finding as to the guilt or innocence of the alleged perpetrator(s) and, if a finding of guilt has been made, make a recommendation to the DSA Disciplinary Officer regarding an appropriate sanction; or
- 6.3.3.2 designate a person who will act as convener and chair to conduct a disciplinary hearing. The chairperson shall appoint any person to prepare charges against the alleged perpetrator(s) and act as initiator at the disciplinary enquiry. The chairperson shall make a finding as to the guilt or innocence of the alleged perpetrator(s) and, if a finding of guilt has been made, make a recommendation to the DSA Disciplinary Officer regarding an appropriate sanction.
- 6.3.4 In determining whether or not an allegation of student misconduct should be referred to a disciplinary enquiry, the DSA Disciplinary Officer should consider the circumstances and seriousness of the allegation, and any other factor that the DSA Disciplinary Officer deems to be relevant.

## 6.4 Procedures for Noticing Disciplinary Hearings

In all cases, when the DSA Disciplinary Officer institutes any disciplinary inquiry, the investigator will be required, prior to making a finding as to the guilt or innocence of the alleged perpetrators and a recommendation regarding any appropriate penalty, to:

- 6.4.1 give the alleged perpetrators at least 24 (twenty-four) hours' notice of the nature and purpose of the disciplinary enquiry and the nature of the penalty that may potentially be imposed on him or her in the event that s/he is found guilty; and
- 6.4.2 afford the alleged perpetrators a reasonable opportunity to make either written or oral representations with regard to his or her involvement in the alleged misconduct and with regard to any penalty that may be imposed; and
- 6.4.3 keep, or cause to be kept, a detailed record of the disciplinary enquiry and any relevant information related thereto; and
- 6.4.4 give the affected perpetrators adequate notice of the right to request reasons for any disciplinary penalty that may be imposed by the Student Disciplinary Committee; and
- 6.4.5 adhere to any other requirement that may be imposed by the Student Disciplinary Committee.

## 6.5 Procedures for Disciplinary Hearings

- 6.5.1 In all cases when the [DSA](#) Disciplinary Officer institutes a disciplinary enquiry, the following procedures will apply:
- 6.5.2 The chairperson must allocate a date, time and venue at which the disciplinary enquiry will be held, and give the alleged perpetrator(s) adequate notice thereof;

- 6.5.3 The initiator must prepare and deliver the written charge(s) to the alleged perpetrator(s) and the chairperson at least one day before the enquiry is due to take place. At this time, the alleged perpetrator(s) should be informed that:
- 6.5.4 She/he will be entitled to the assistance of a fellow registered [MII](#) student;
- 6.5.5 She/he will be entitled to lead evidence, including the testimony of witnesses in his or her defence, if s/he so wishes; and
- 6.5.6 She/he may choose to remain silent, but this may result in an adverse credibility finding being made against him or her.
- 6.5.7 At the commencement of the hearing, the charges should be read to the alleged perpetrator(s) by the initiator. The alleged perpetrator(s) may then plead. If a guilty plea is entered, the chairperson may immediately find the alleged perpetrator(s) guilty of the misconduct with which they are charged and move on to considering the appropriate sanction.
- 6.5.8 If a plea of not guilty is entered, evidence must be led. Witnesses may be cross-examined by the other side. After cross-examination, it is appropriate for the chairperson to question the witnesses.
- 6.5.9 The alleged perpetrator(s) must be given an opportunity to state a case in his or her defence and to adduce any evidence, including that of witnesses, in his or her favour.
- 6.5.10 After hearing all the evidence and argument, the chairperson must first decide whether the alleged perpetrator(s) is guilty of any of the charges against them. The basis of this finding is the balance of probabilities.
- 6.5.11 If any alleged perpetrator(s) is found not guilty on all charges, the chairperson must acquit the alleged perpetrator(s) and dismiss the allegation(s) against him or her.
- 6.5.12 If the alleged perpetrator(s) is found guilty on any charge, the chairperson must determine an appropriate penalty to recommend to the [DSA](#) Disciplinary Officer that is proportionate to the misconduct. In choosing to recommend a penalty, the chairperson must take into account all relevant factors, including mitigating and aggravating factors and previous instances of misconduct.
- 6.5.13 If the DSA Disciplinary Officer deems it appropriate, it may in its discretion stipulate any additional procedural requirements to be followed during the disciplinary hearing, or direct that any of the procedural requirements set out in 7.6 above need not be followed. For the avoidance of doubt, it is specifically recorded that the decision to afford an alleged perpetrator any of the benefits referred to in clause 7.6 above will, subject to any law, be entirely within the discretion of the Student Disciplinary Committee.

**6.5.14 The Onus Of Proof**

When determining whether a student is guilty of misconduct, the investigator or the chairperson shall apply the civil standard of proof, namely the balance of probabilities, and not the criminal standard of “beyond reasonable doubt”.

**6.5.15 The Right Of Academy Staff Members To Counsel And Censure Students**

Nothing in this clause shall derogate from an academic staff member’s right to:



- 6.5.15.1 impose a verbal warning on a student for any form of student misconduct;
- 6.5.15.2 give any student any reasonable instruction or direction; and/or
- 6.5.15.3 counsel a student with regards to any matter.

## 6.6 Disciplinary Action and Penalties

All decisions of the investigator or the Chairperson regarding alleged student misconduct (irrespective of the procedure that is followed) must be made in two distinct stages:

- 6.6.1 The “guilt” of the alleged perpetrator(s) (i.e., whether, on a balance of probabilities, the student committed an act of student misconduct) must be determined on the evidence available to the investigator or chairperson as the case may be. This is known as “the verdict”.
- 6.6.2 If the verdict is that the alleged perpetrator(s) is guilty of the charge(s), an appropriate penalty must be recommended by the investigator or the chairperson, as the case may be.
- 6.6.3 In recommending the penalty to be imposed, the investigator or the chairperson must seek to recommend a sanction that is appropriate and proportionate both to the offence and the particular student involved. Both mitigating and aggravating circumstances may be taken into account, including any previous instances of misconduct.
- 6.6.4 Upon receiving any recommendation from the investigator or chairperson, as the case may be, the DSA Disciplinary Officer must either:
  - 6.6.4.1 confirm the recommended penalty; or
  - 6.6.4.2 impose another penalty that, in its discretion, it deems appropriate.
- 6.6.5 Penalties should be corrective in nature and not punitive. Only if the conduct in question cannot be corrected should the penalty be punitive.



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**7.**

**OHASA POLICY**

## 7 OHASA Policy

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### 7.1 Policy Statement

The Maharishi Invincibility Institute (MII) is registered with the Department of Higher Education (DHET No. 2021/FE07/11) as a private college and has primary accreditation and registration with the Service [SETA](#) (Primary SETA) under Registration No. 6595 as well as accreditation with a total of six SETAs.

As a growing institute, we are committed to complying fully to the best practice and standards of Occupational Health and Safety. Thus, MII has an established, active committee that ensures full compliance and proactively looks for ways to improve safety and health of MII.

### 7.2 Purpose and Intent

- 7.2.1 **Protection:** The Institute intends to protect all who use and visit the building for various purposes from any hazards, whether health-related, due to material elements such as fire, objects or risky behaviour from other people.
- 7.2.2 **Maintenance:** The MII building is maintained regularly to ensure safety of our precious students, staff, and visitors that MII hosts from time to time.
- 7.2.3 **Support Communication System:** MII has trained marshals and coordinators whose job is to ensure everyone understands what to do in case of emergency as well as how to take precautionary measures on a day-to-day basis
- 7.2.4 **Control:** Areas that require strict control such as fire exits, equipment and procedures, as well as other unauthorised areas, materials that are highly hazardous are kept under strict control to ensure safety of all.

### 7.3 Health

- 7.3.1 **Personal Health:** It is the responsibility of every individual to ensure that all health and personal hygiene protocols are observed within all [MII](#) premises. Hygiene issues such as washing of hands, sanitising, wearing of masks, or disposing of tissues and other materials that can cause health hazards to other people if not disposed at the proper place are the responsibility of every individual in the building.
- 7.3.2 MII has a nurse in case of any emergency, as well as an isolation room where anyone experiencing signs of infection, or any other ill-health, may be kept until appropriate measures are taken. Emergency services numbers are also made available and visible on every floor and office. These numbers are reviewed regularly to ensure that they are still functional and correct.
- 7.3.3 **Environmental Health:** MII ensures that the building is kept clean by dedicated staff. Kitchens, bathrooms, passages and offices are swept and mopped daily. It is MII's responsibility to ensure that bathrooms have enough soap and toilets have toilet paper.

- 7.3.4 It is the responsibility of students to ensure that there is no littering, and that places where food is dished, sold or eaten remain clean all the time. Students who do business on campus have a responsibility of keeping their customers from littering.

## 7.4 Safety

- 7.4.1 **Safety Standards:** The MII buildings are accredited as safe and have regular inspections by independent private entity, Scottsafe, who visit randomly to check that all aspects of our buildings are safe and healthy to conduct business in. MII takes responsibility to ensure that all safety standards are fully complied with.
- 7.4.2 **Personal safety:** Proactive measures of checking that equipment such as fire extinguishers are in good working order, that material is not expired but renewed and updated, etc. are performed regularly at scheduled times. The [OHASA committee](#) which meets regularly holds accountable everyone who has been entrusted with specific tasks so that no one is endangered because of the negligence of internal [safety officers](#).
- 7.4.3 MII will ensure that safety officers have necessary skills such as first aid as well as communication skills that may be needed in times of fire or other emergencies.
- 7.4.4 Students are responsible for ensuring that rules are adhered to, that there is no tampering with fire equipment or entering unauthorised areas, and that instructions from safety officers are fully complied with for their own and other people's safety.

## 7.5 Environment

- 7.5.1 **Waste management:** MII shall put together a waste management plan to ensure that paper, food, plastic and metal are properly disposed of in order to reduce carbon footprint. Recycling shall be preferred, through partnerships with students (or staff) who may wish to run recycling as a business.
- 7.5.2 Reduction of printing or use of paper for day-to-day meetings and classes, as well as for communication, in favour of electronic media where possible shall be most preferred.
- 7.5.3 Storage of material such as paper and other easily flammable material shall be done in secured places. [MII](#) shall review its policy of storage of documents from time to time to ensure that a safe environment is maintained.
- 7.5.4 It is the responsibility of every student to ensure that our MII environment is kept safe and free of hazardous material.

## 7.6 Lack of Compliance

Lack of compliance to [OHASA](#) regulations will result in students being subjected to disciplinary measures as per code of conduct.

## 7.7 Related Documents

- 7.7.1 COVID Regulations and Procedures
- 7.7.2 Code of Conduct
- 7.7.3 Fire Evacuation Procedures

## 7.8 Policy Review

The Policy shall be reviewed annually unless otherwise decided by the [OHASA committee](#).



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**8.**

**STUDENT DECLARATION  
OF AGREEMENT**

## 8 Student Declaration of Agreement

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### Terms and Conditions for Study Facilitated by the Maharishi Invincibility Institute

Maharishi Invincibility Institute is a division of Maharishi Education for Invincibility Trust IT 9927/07, NPO 061-617. (“the Institute”)

Student’s name: \_\_\_\_\_ (“the Applicant”)

Identity Number: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

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### DECLARATION AND AGREEMENT (the “Agreement”)

I/We, the undersigned, hereby declare and agree that:

1. I understand that the Maharishi Institute (the “**Institute**”) shall, in its sole discretion, determine whether I/WE shall be admitted as a student to its Programmes.
2. To the best of my knowledge and belief the information provided by me, the Applicant’s parent, guardian, principal, or any other applicable third party in the application form, recommendation form, tuition scholarship form (if applicable), means test and any and all documentation required by the Institute to be furnished by him or herself, is **accurate, truthful, complete and correct** in all respects and that if it be found to be false, and misleading in any respect, this application may be invalidated and the Applicant’s registration terminated.
3. I understand that Maharishi Institute implements Consciousness Based Education in theory and practice. I shall **attend all the Programme aspects** and courses for which I am enrolling, including all lectures and tutorials required of me to attend, including special courses and on Saturdays and Sundays, unless written permission has been granted, and that I shall familiarise myself with the Schedule of Courses for the Programmes for which I am enrolling.
4. I accept liability for damage to Institute property (whether owned or leased) howsoever caused by me and indemnify the Institute against any loss or damage howsoever caused in respect of property left at the Institute and Institute campuses by me.

I indemnify the Institute against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation attorneys’ fees and costs) which arise out of, relate to or result from any act directly or indirectly, arising out of any accident or injury, loss of life, illness or loss or damage to property,

which I may incur or sustain whilst registered as a student at the Institute, acknowledging that my/our participation in any sporting or other activity at the Institute or conveyance in any Institute's vehicle and/or vehicle commissioned or hired by the Institute, shall be at my/our sole and absolute risk.

This indemnity shall be binding on my/our executors and heirs.

\_\_\_\_\_  
**Initial**

5. The Applicant, or in the case of a minor, the parent or legal guardian, shall pay to the Institute the amounts as set out in the Schedule of Fees contained in Appendix. The "Schedule of Fees" refers to the annually published schedule setting out the fee structure for the Programmes and courses. The Schedule of Fees is updated on an annual basis and each year you will be furnished with an updated Schedule of Fees reflecting the amount payable to the Institution in that particular year. The currently applicable Schedule of Fees is Appendix 1 to this Agreement.

\_\_\_\_\_  
**Initial**

6. The Applicant, or in the case of a minor, the parent or legal guardian, agrees to hold him- or herself responsible for all fees and other charges due and payable by him or her to the Institute.

\_\_\_\_\_  
**Initial**

7. In the event that My account is in arrears, and further that in the event of such amount being handed over for collection, I shall pay all legal charges incurred on the attorney and client scale.
8. I understand that the Institute does **not undertake or guarantee** access to either full-time or part-time jobs to its students or graduates.
9. I understand and have been informed by the Institute that the Institute does offer accredited qualifications through its registration with various SETAs. I have further been informed that the Institute facilitates access from a financial and infrastructural point of view to qualifications provided by international education providers for the degree programme via distance education. The Institute does not itself currently offer the degree programme.
10. I shall abide by **all regulations in the Student Code of Conduct and all other policies of the Institute**, and I undertake that:
- 10.1 I will familiarise myself with all rules, subsequent fee schedules and other directives (including policy documents) made available by the Institute from time to time.
- 10.2 I acknowledge that the Institute reserves the right to do random drug/alcohol tests, and also to test suspected students at its sole discretion; students who test positive will be subject to disciplinary procedures.

- 10.3 I shall, if accepted will be required to abide by all codes of conduct of the Institute as from the date on which I commence studies, or attend an orientation week(s), or register as a student, whichever is earliest. I understand that I will be required to abide by all codes of conduct until the Institute accepts a notice of withdrawal from me or I fail to renew my registration on the due date, whichever is the later.
11. Where I am enrolled through the Institute in other educational programmes, through partners of the Institute, including Maharishi University of Management, Microsoft Academy, or any other partners, I agree to comply with and to be bound by the regulations and stipulations of such institutions/organisations or programmes.
12. I accept and understand that the Institute may keep documents and my personal information, including this Declaration and Agreement, electronically. I hereby consent to my personal information being used by the Institute for purposes relating to and ancillary to my studies at the Institute. This includes sharing of personal information with staff at the Institute.
13. **If the Applicant is a minor**, his or her admission to the Institute has been consented to by his or her parent or legal guardian by virtue of the parent or guardian’s signature hereof.
14. The parent or legal guardian by signing this document agrees to be liable jointly and severally as co-debtor with the Applicant for all amounts due by the Applicant to the Institute.

\_\_\_\_\_ **Initial**

15. On completion of the Programme for which I am enrolling, I shall be **entitled to apply for the further Programmes** facilitated by the Institute, however the Institute shall, in its sole discretion, determine whether I shall be admitted to further programmes which it facilitates for me, on behalf of accredited educational providers.
16. All of the terms and conditions of this Agreement have been fully explained to me by the Institute, and I have fully understood them and agree to abide by them.

Signed by the Applicant on this \_\_\_\_\_ day of \_\_\_\_\_ 202

\_\_\_\_\_

(Parent or Legal Guardian to sign below if Applicant is under the age of 18)

Signed by the Parent or Legal Guardian on this \_\_\_\_\_ day of \_\_\_\_\_ 202

\_\_\_\_\_

NOTE: All signatures are essential. This form will be returned if this is not signed.

Signed on behalf of Maharishi Education for  
Invincibility Trust on this \_\_\_\_\_ day of \_\_\_\_\_ 202

\_\_\_\_\_

**Capacity:** \_\_\_\_\_



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9.

## SCHEDULE OF FEES

## 9 Schedule of Fees

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***Please consult the MII Fees Booklet for full details on all MII fees.***



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**10.**

**GENERAL INDEMNITY –  
STUDENTS**

## 10 General Indemnity – Students

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I, \_\_\_\_\_ (full names),  
the undersigned, a student at the Maharishi Invincibility Institute, hereby indemnify and hold harmless the Maharishi Invincibility Institute and/or Maharishi Education for Invincibility Trust and / or The Consciousness-Based Education Trust and/or Gossan Investments (Pty) Ltd and / or the Community and Individual Development Association and/or Invincible Outsourcing (Pty.) Ltd and its associates, owners, directors, trustees, employees, contractors, agents or any other person in any way connected with the Maharishi Invincibility Institute and/or Maharishi Education for Invincibility Trust and/or The Consciousness-Based Education Trust, and/or the Community and Individual Development Association and/or Invincible Outsourcing (Pty.) Ltd against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation attorneys' fees and costs) which arise out of, relate to or result from any act directly or indirectly, arising out of any accident or injury, loss of life, illness or loss or damage to property.

Signed \_\_\_\_\_ at \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 202

AS WITNESSES:

1. \_\_\_\_\_  
Signature Name

2. \_\_\_\_\_  
Signature Name



# MAHARISHI

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