

Refund Policy

1. Admission Fee:

- The admission fee is **non-refundable** except in cases where the student is unable to join due to medical or unforeseen circumstances. A valid proof must be provided for consideration of a refund.
- In case of admission cancellation before the commencement of classes, the refund of the admission fee will be subject to institutional policy, typically a percentage deduction for processing.

2. Course/Program Fees:

- Students who withdraw from a course or program before the classes begin may be eligible for a **partial refund**, after deducting an administrative processing fee.
- Once the classes begin, fees paid for the course/program will not be refunded under any circumstances.

3. Seminar/Workshop Fees:

- Fees paid for seminars, workshops, and extracurricular activities are **non-refundable** unless the event is cancelled by the institution.
- In cases where a student is unable to attend due to unavoidable circumstances, the institution may consider rescheduling or providing an alternative.

4. Withdrawal or Cancellation Process:

- Students requesting a refund must submit a **written application** to the admission office within 3 days of the request.
- Refund requests for valid reasons must be accompanied by appropriate documentation (e.g., medical certificates, official withdrawal form).

5. Refund Timeline:

- Once the refund request is approved, it will be processed within 7 working days. Refunds will be made through the original mode of payment (e.g., bank transfer, cheque).

6. Non-refundable Charges:

- Any administrative, registration, or processing fees are non-refundable.
- The cost of study materials, books, and other non-academic items is non-refundable.

Important Notes:

- The institution reserves the right to modify the refund policy at any time, based on institutional needs and regulations.
- All refunds will be issued as per the policies stated above and in accordance with the governing laws.