

Admission Refund Policy

1. Fee Refund Criteria

Refunds are allowed based on the timing of the withdrawal request relative to the start of classes:

S. No.	Refund %	Timing of Withdrawal Notice
1	100% (₹5,000 deducted as processing fee)	≥15 days before class start
2	90%	<15 days before class start
3	80%	≤15 days after class start
4	50%	16–30 days after class start
5	0%	>30 days after class start

- Applies to course and non-tuition fees (excluding caution/security deposit).
- **Transport & Hostel fees:** Refunded as per their respective policies.

2. Important Refund Guidelines

- **NOC Issuance:** Existing students must pay the full annual fee.
- **Full Scholarships:** Refund only applies to paid components.
- **Refund Calculations:** Based on full annual/semester fee.
- **Loan-related refunds:** Paid to the bank unless NOC from the bank is submitted.

3. Non-Refundable Fees/Cases

- Prospectus, application, processing, entrance, migration, late, and transfer fees are non-refundable.
- No refund for students who leave **after the last refund date** or **midway** through the program.
- **Fraudulent admissions** result in cancellation, no refund, and possible disciplinary/legal action.
- Refund claims **before session start:** Applicant must not join the course or use facilities.
- Refund claims **after session start:** Student must discontinue all classes and facilities immediately.

4. Refund Application Procedure

To apply for a refund:

- Submit the **prescribed form** with: Aadhaar/Passport (ID proof), Bank passbook copy, Proof of payment
- Original signed form (by student & parent) must be submitted **before the last refund date**.
- Refunds processed only after return of Fee receipt, ID card (if issued), Loan letter (if applicable).
- Refund will be paid via **account payee cheque** to student/parent as selected.