



FEE REFUND POLICY

1. Admission Withdrawal Before Course Commencement:

- If a student withdraws admission before the commencement of the academic session, **100% of the tuition fee** will be refunded after deducting an **Application & Admission fee of ₹10,300.**

2. Withdrawal Within the First Week of Course Commencement:

- If a student withdraws within the first week of classes, **80% of the tuition fee** will be refunded.

3. Withdrawal Within Two Weeks of Course Commencement:

- If a student withdraws within two weeks of the course start date, **50% of the tuition fee** will be refunded.

4. No Refund After Two Weeks of Course Commencement:

- No refund will be provided if a student withdraws after two weeks from the course start date.

5. Refund for Cancellation Due to Institutional Decisions:

- If the college cancels a course for any reason, **100% of the fees, including the admission fee**, will be refunded.

6. Refund for Special Circumstances:

- In cases such as medical emergencies or unforeseen hardships, refund requests will be reviewed on a case-by-case basis by the college administration. Supporting documents must be provided.

7. Hostel and Other Fees:

- Refunds for hostel, transportation, or other non-tuition fees will follow a separate policy, based on the utilization of services.

8. **Processing Timeline:**

- Refunds will be processed within **15 working days** from the date of approval of the refund request.

9. **How to Apply for Refund:**

- Submit a written application along with proof of fee payment, admission documents, and a valid reason for withdrawal to the college administration.

10. **Non-Refundable Charges:**

- Admission fees, registration fees, and any charges for materials or services already utilized will not be refunded.


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PRINCIPAL