

1. Admission Cancellation by Student

If a student chooses to cancel admission after confirmation, the refund of fees shall be governed by the following conditions:

- Registration / application fees are **non-refundable** under any circumstances.
- Tuition and other fees will be refunded after deducting administrative charges, subject to written cancellation request.
- Refund eligibility depends on the date of cancellation relative to the academic session start date.

2. Refund Timeline

- Cancellation **before commencement of classes**: Refund after deduction of administrative charges.
- Cancellation **within 15 days of commencement**: Partial refund as per institutional rules.
- Cancellation **after 15 days of commencement**: No refund shall be payable.

All refund decisions shall be subject to management approval and applicable regulatory guidelines.

3. Cancellation Procedure

- A written cancellation request must be submitted by the student/parent via email or in person.
- The request must include admission details, fee receipt copy, and bank account information for refund processing.
- Refunds will be processed within **30–45 working days** from approval of cancellation.

4. Admission Cancellation by Institution

The institution reserves the right to cancel admission in case of:

- Submission of false or incomplete documents
- Non-payment of fees within the prescribed timeline
- Violation of institutional rules

In such cases, refund (if any) will be processed at the sole discretion of the institution.

5. Mode of Refund

All approved refunds shall be made via bank transfer only to the original payer's account. Cash refunds are not permitted.

6. Policy Changes

The institution reserves the right to modify the refund and cancellation policy at any time without prior notice. The updated version will be displayed on the official website.