

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 processing charges, subject to written cancellation request.
- Refund eligibility depends on the date of cancellation relative to the date as specified by the Competent Authority.

2. Refund Timeline

- If the candidate cancels admission on or before the last day for cancellation of seats with full fee refund as specified by the Competent Authority, the Institute shall refund the entire fees to the candidate after deduction of Rs.1000 only towards processing charges.
- Candidate shall not be entitled to any refund of his fee except the Security Deposit and Caution Money Deposit if the online cancellation is initiated by the candidate after the last day for cancellation of seats with full fee refund as specified by the Competent Authority.

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

3. Cancellation Procedure

- A written cancellation request must be submitted by the student/parent 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
- 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.