

## **Refund Policy for all programmes**

### **1. One-Time fee:**

- a) Application fee and Admission Fee are non-refundable.
- b) Activity fee is fully refundable if the student withdraws before the date of registration. If the student withdraws within four weeks from the date of registration, whether the student registers or not, 75% of the Activity fee is refundable. If the student withdraws after four weeks from the date of registration, the entire Activity fee is non-refundable.

### **2. Tuition Fee:**

- a) If a student accepts the admission offer and completes the admission formalities but withdraws before the date of registration, 80% of the first installment of first semester tuition fee is refundable.
- b) If a student withdraws within one week of the date of registration irrespective of whether the student registers or not, 50% of the first installment of first semester tuition fee is refundable.
- c) If a student withdraws after one week of the date of registration irrespective of whether the student registers or not, the first installment of first semester tuition fee is non-refundable.

### **3. Hostel Fee:**

- a) If a student opts not to avail the hostel facility after paying the hostel fee and if the request for the same is received before the commencement of the semester, 90% of the semester's hostel fee and facility fee is refundable.
- b) If request for not availing the hostel facility is received within one week of the commencement of the semester, 50% of the semester's hostel fee and facility fee is refundable.
- c) If request for not availing the hostel facility is received after one week of the commencement of the semester, the entire first semester's hostel fee and facility fee is non-refundable.

### **4. Visa and Medical Insurance fee:**

- a) Visa fee and Medical Insurance fee is non-refundable, if the same has been applied.

### **5. Transport Fee:**

- a) If a student opts not to avail the transport facility after paying the transport fee and if the request for the same is received before the commencement of the semester, 90% of the semester's transport fee paid is refundable.
- b) If request for not availing the transport facility is received within two weeks of the commencement of the semester, 50% of the semester's transport fee is refundable.
- c) If request for not availing the transport facility is received after two weeks of the commencement of the semester, the entire first semester's transport fee is non-refundable.

**Note: All refunds will take a minimum of 4 weeks from the date of withdrawal.**

