

## **REFUND POLICY**

### **Course Fee Refund and Transfer Policy**

The following policy outlines the rules regarding course fee refunds, transfers, and financial obligations for students enrolled in programs at our institution. This policy is legally binding and all students are expected to fully understand and acknowledge its terms prior to enrollment.

#### **1. No Refund Policy After Course Commencement**

Once classes have officially commenced, a strict no-refund policy is in effect. Under no circumstances will requests for refunds or cancellations be entertained after the start of the academic batch. Students are advised to consider this carefully and make financial arrangements accordingly before confirming their admission.

#### **2. Enrollment and Payment Requirements**

- Students must complete the first installment payment or initiate the education loan process through an approved loan partner before the batch begins.
- Enrollment is only confirmed upon completion of these financial requirements.
- A strict no-refund policy is also applicable once the student is formally enrolled with the institution, even if they have not attended classes.

#### **3. Admission Validity and Deadline**

- Upon receiving admission confirmation, students are required to enroll within 45 days or the equivalent of four academic batches.
- Failure to enroll within this time frame will result in automatic cancellation of admission, and no refund will be issued under any circumstances.

#### **4. Adherence to Payment Schedules**

- Students are required to follow the due dates and payment amounts as communicated by the institution.
- Any non-compliance with scheduled payments will result in automatic cancellation of admission, with no eligibility for refund or transfer.

#### **5. Submission of Admission Documents**

Before the commencement of the academic batch, it is mandatory for all students to:

- **Submit the completed admission form**
- **Finalize financial arrangements via payment or loan approval**

**Failure to do so will invalidate the enrollment status.**

#### **6. Education Loan Disclaimer**

**By applying for an education loan through our partnered financial institutions, students agree to:**

- **The terms and conditions of the loan partner**
- **The institution's financial policies as outlined in this document**

**This constitutes an agreement to fulfill the financial obligations, regardless of changes in personal or professional circumstances.**

#### **7. Legal and Financial Acknowledgement**

**This Standard Operating Procedure (SOP) is a legally binding document. Students are strongly encouraged to consult a legal or financial advisor if they have any questions or uncertainties before enrolling or committing to financial obligations.**