

SXCS/P-4

## Refund Policy

The Management of the Institution follows the refund procedure as laid down by College under Notification on Refund of Fees and Non-Retention of Original Certificates.

The College will acknowledge any appeal for cancellation/refund or disengagement of admission from any chosen/offered programme to a candidate if the request is as per the prescribed policy of the Institution. Provision to apply for cancellation of admission is available during the time of admission for the academic year or any time later. Application for cancellation of admission and refund, if any, must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents. The request must be supported by an original fee receipt and original acknowledgement given by the Institution.

Refund includes only the Academic Programme Fee based on the actual paid to the Institution. No refund shall be provided towards the Application Fee or and Admission Registration Fee.

The option to apply for a Refund of Admission Fees will be available as per the table below. Students looking for cancellation and refund of Admission Fees shall be eligible for it as per the table given below:

Submission of Refund Application	15 days or more prior to the last date of admissions for the particular course	Less than 15 days prior to the last date of admissions for the particular course	15 days or less after the closure of admissions for the particular course	30 days or less but more than 15 days after the closure of admissions for the particular course	Beyond 30 days after the closure of admissions for the particular course
<b>Deduction</b>	Rs. 5,000/-	10%	20%	50%	100%
<b>Total Refund</b>	Balance amount	90%	80%	50%	00%

All refunds will be made only to the bank account of the student/parents as per the bank details furnished and it will take a maximum of 15 working days from the date of approval of the cancellation of admission by the College Office.