



Refund Policy

1 Conditions of offer for tuition Courses

The offer of tuition in any module may be withdrawn and tuition cancelled if a minimum enrolment number is not attained.

2 Refund upon cancellation

All course fees paid in respect of a cancelled module become fully and immediately refundable

3 Liability for Fees

Once enrolled a student remains liable for the total fees payable. The granting of payment facilities does not exonerate student from payment even if they drop out

4 Drop out

A student wishing to drop out from a course should notify management in writing giving the reasons thereof. After studying such reasons, Management may exercise its discretion to determine whether

- (a) to reduce liability for unpaid fees or
- (b) to proceed with a part refund of fees already settled.

5 Refunds

Subject to (2) course fees paid on enrolment are non- refundable. However application for a part refund may be considered in the following circumstances

- (a) It is made in writing setting out the reasons thereof
- (b) It is made not more than 15 calendar days following the release of results of exams in which applicant participated
- (c) A refund if granted is subject to a minimum retention of Rs 1000
- (d) A refund may be applied by the beneficiary to enroll for another module

6 Mode of Refunds

A refund shall be effected by a crossed cheque in favor of the party who originated the payment.

7 Sign off for Refunds

Any party entitled to a refund shall provide to the Training Centre a statement of discharge.

Manager

Date 22 May 2017