

## REFUND POLICY

REFUND POLICY( Hybrid Class)				
<b>Course Details</b>				
<b>Admission Mode</b>		<b>Direct Admission</b>		
<b>Phases</b>		Batch 1	Batch 2	
<b>Medium</b>		English	English	
<b>Commencement Date</b>		5/15/2019	5/22/2019	<b>(The Dates mentioned is just an example)</b>
<b>Last Date of Fee Deposition</b>	<b>Payment Date</b>	5/15/2019	5/22/2019	
<b>Last Date of Refund</b>		5/31/2019	6/7/2019	<b>With in 15 days of batch starts</b>

1. Total Deductable Amount in Refund\* Cases : 35%
2. \* Total Amount is inclusive of GST 18% (Present Rate). Fee can be changed, if there is levy/ change in taxes by the Central/State Govt.

SAMPLE

REFUND POLICY (Offline Classroom)					
<b>Course Details</b>					
<b>Admission Mode</b>		<b>Direct Admission</b>			
<b>Batch No.</b>		Batch 1	Batch 2		
<b>Medium</b>		English	English		
<b>Commencement Date</b>		5/15/2019	5/22/2019	<b>(The dates mentioned is just an example)</b>	
<b>Last Date of Fee Deposition</b>	1st Instl./ Lumpsum	5/15/2019	5/22/2019		
	2nd Instl.	6/29/2019	7/6/2019		
<b>Last Date of First Refund</b>		5/31/2019	6/7/2019	<b>with in 15 days of batch starts</b>	
<b>Last Date of Last Refund</b>		6/15/2019	6/22/2019	<b>with in 30 days of batch starts</b>	

1. If Total Amount Paid in One time : Rebate of 2000/- will be given (For Offline Class Only)
  2. Total Deductable Amount in Refund for installment Option\* Cases : **First Refund** : 35% of Total Paid Amount & **Last Refund** : 50% of total Paid Amount.
  3. Total Deductable Amount in Refund for Full Payment Option\* Cases : **First Refund** : 35% of Total Paid Amount & **Last Refund** : 50% of total Paid Amount.
  4. First Installment is 60% of total fees amount and second installment is 40 % of total fees amount.
  5. 2nd installment : within 45 days of course commencement. Otherwise fee for 2020-21 will be applicable.
  6. On Refund, student need to deposite the welcome kit provided during joining, if found used then Rs. 5000 extra will be deducted
- \* Total Amount is inclusive of GST 18% (Present Rate). Fee can be changed, if there is levy/change in taxes by the Central/State Govt.
- \*\* In case of installment payment option, student have to deposit PDC (Post Dated Cheque) of balance amount at the time of first installment deposit.

## How to Apply for Refund

1. Last Date to Apply for First Refund and Last Refund is mentioned on refund rule. Amount Deductible in First Refund Case and Last Refund Case are also mentioned in the refund rule
2. Refund Application Form is attached below.
3. Refund request made verbally or through phone/email/fax shall not be entertained in any case
4. Refund Application in the prescribed format will be accepted along with Original Fee Receipt, ETOOS Identity Card & Attendance Card. No refund will be made after the Last Refund Date, except special cases as below.
5. Refund will be credited in Father / Mother / Student Bank Account through NEFT / RTGS mode only. For this you have to submit Cancelled Cheque or Bank Passbook first page copy along with Refund Form.
- 6. Refund rules are SAME even**
  - A. If a student joins class after commencement date or
  - B. If a student doesn't join or attend even a single class at all or
  - C. If a student apply for refund before commencement of the class.
7. After deposition of the fee, following charges are applicable for :

Duplicate I Card	100/-
Duplicate Attendance Card	100/-
Duplicate Batch Card	100/-
Duplicate Fee Receipt	100/-

8. If a student fails to deposit 2nd Installment on or before the Last Date mentioned in course booklet, late fee @ 50/- per day will be charged (in addition to Fee) upto 30 days. After this the admission shall be treated cancelled without any prior information & refund of fee.  
\*Days will be counted from class commencement date.

**REFUND / COURSE CHANGE APPLICATION FORM**

(Academic Session 2019-2020)  
[ Applicable upto Second Refund Last Date ]

CENTER NAME : \_\_\_\_\_

I wish to discontinue my course due to \_\_\_\_\_  
Kindly arrange to  Refund /  Change my course as per the rules. Details of my registration are as under. (Mention Reason)

**STUDENT DETAILS**

Name \_\_\_\_\_  
 Father's/Guardian's Name \_\_\_\_\_  
 Stream \_\_\_\_\_ Course \_\_\_\_\_  
 Form Number \_\_\_\_\_ Course Code \_\_\_\_\_  
 Batch Number \_\_\_\_\_ Reg.No. \_\_\_\_\_

**FEE DETAIL**

Payment Option Lumpsum		Installment	
Total Fee Paid :-			
Date of Fee Deposit :-			

**Staple Your Original I-Card  
& Attendance Card  
Fee Receipt(s)  
And  
Cancelled Cheque / Bank  
Passbook First Page Copy**

**COURSE CHANGE**

**CLASSROOM PROGRAMME  
TO  
HYBRID PROGRAMME**

OLD COURSE \_\_\_\_\_  
NEW COURSE \_\_\_\_\_

**CLASSROOM PROGRAMME  
TO  
ONLINE PROGRAMME**

OLD COURSE \_\_\_\_\_  
NEW COURSE \_\_\_\_\_

**For Details Please Refer Information Bulletin**

Please Make Refund though RTGS. as per the refund rules of the Institute. [ Father  Mother  Student  ]

I am enclosing herewith IDENTITY CARD & ATTENDANCE CARD  FEE RECEIPT  and Cancelled Cheque / Bank Passbook First Page Copy.  (Mob.No \_\_\_\_\_)

Place \_\_\_\_\_ Signature of Student \_\_\_\_\_

Date \_\_\_\_\_ Signature of Father/Guardian \_\_\_\_\_

UTR NO.....DATE.....AMOUNT.....

**REFUND FORM ACKNOWLEDGEMENT 2019-20** (Office use Only)

Received from \_\_\_\_\_ an application for Refund / Course

Change Form No. **1** \_\_\_\_\_ Course \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_