

# **REFUND POLICY**

## **Cancellation of Admission / Refund Policy of Fees**

**Institution Name** reserves the right to cancel the admission / registration of the student during any period of the academic session. Once the student admission process is completed, **no refund of fees to the student would be entertained.**

### **Cancellation by the Parent**

If the parent chooses to withdraw the admission of the student from the school for any reason whatsoever, **no refund of amount paid would be given back. If for any reason, the parent / student has paid more than the required amount at any time during the academic session either by cheque, draft, credit/debit card, Electronic Fund Transfer or cash, the excess fee amount collected would be adjusted against the ensuing term payments.**

### **Cancellation by the Institution Name**

If circumstances cause **Institution Name** to cancel the admission, the **School/College/University** will inform the student / parent concerned regarding the reasons for cancellation. In the event of the case for cancellation of admission being found genuine and legitimate, the **School/College/University** management will **refund the fees (amount to be considered on a case-to-case basis) to the / student by means of a crossed cheque in favour of the name of the parent.**

### **Institution Name Terms**

This website is owned and operated by the **Institution Name** Administration and Staff. The website has been structured to provide information related to **School/College/University** and **School/College/University** activities and directly reflect all policies and procedures set forth by the Management. **Institution Name** has the right, at any time, to change or discontinue any feature or aspect of this website, for any reason; that is, without limitation, availability or equipment needed for accessing and utilizing this website.

### **Fee Payment**

Parents must ensure that School/College/University fees are paid on time as per the dates communicated periodically. Timely payment helps us maintain smooth administrative operations.