

FEE REFUND POLICY

Refund Eligibility:

Once the fee is paid, 75% of the amount is refundable if a written refund request is submitted within one week from the date of payment. A 25% administrative charge will be deducted.

Course Adjustment Option:

Students may choose to adjust the paid fee towards another course offered by the institution. This option is valid only within one month of the original payment.

Non-Refundable/Non-Adjustable Clause:

After one month from the date of payment, the fee becomes non-refundable and non-adjustable under any circumstances.

Mandatory Return of Fee Receipt:

The original fee receipt must be returned at the time of requesting a refund or course adjustment. No refund or adjustment will be processed without submission of the original receipt.

Mode and Timeline of Refund:

Approved refunds will be processed via bank transfer or crossed cheque only. Please allow up to 15 working days from the date of approval for the refund to be completed.

No Cash Refunds:

Refunds will not be issued in cash under any circumstances.

Processing Charges Non-Refundable:

Any registration or processing fees paid separately are non-refundable.