

### Policy regarding Fees

The fees for all courses are split up in the following manner:

1. Application Form (Rs. 500 which is non-refundable)
2. Tuition Fees (including Admission fees of Rs. 10,000 for the first semester which is non-refundable)
3. Uniform Fees (Additional based on the course)
4. Examination Fees (Additional based on the course)
5. Books (Additional based on the course)
6. Other Skill-based certifications within or out of the campus (Additional based on the course)

#### Fee Payment Procedure:

1. Application Form – to be paid before taking an application form to enrol into a course offered by the college (Rs. 500)

**Refund policy:** This amount will **not** be refunded regardless of the student admission status.

2. Tuition Fees – to be paid semesterly/ yearly before the start of the semester/ year. The first semester/ year fees includes an Admission Fee of Rs. 10,000 for every course. Once the student has been granted Admission, he/she has to complete the payment of the Admission Fees (to block the seat) on the same day and the remaining first semester fees within 2 working days.

**Refund policy:** The Admission fee of Rs. 10,000 for all courses is **not** refundable. Any other semester fees paid can be refunded in the following manner on the following basis:

- Withdrawal from the course will be the only acceptable reason for refund.
- Any student who wishes to withdraw from the course must fill a ‘Withdrawal Form’ and submit it to the College Office.
- After submission of the Withdrawal Form, the percentage of refund can be only possible in the following manner for the tuition fees **apart from the Admission Fees of Rs. 10,000**

<b>Timeline</b>	<b>Percentage/ Amount</b>
More than 5 days before the start of the classes for the Academic year	100% refund of Tuition fees paid apart from Admission Fees of Rs. 10,000
1-5 days before the start of the classes for the Academic year	50% refund of the Tuition fees paid apart from Admission Fees of Rs. 10,000
From the 1 <sup>st</sup> day of classes for the Academic Year	No refund is applicable

#### Withdrawal during the course/ Drop-out:

- If the student withdraws from the course during the semester, the student is **not eligible for a refund**.
- The student will have to:
  - i) Fill out the withdrawal form

- ii) Pay the Withdrawal fee which is equal to the full tuition fees for the current year he/she is in and half of the tuition fees for the next year.
- iii) After presenting the signed form in point i) and the receipt of point ii) the student may collect his/ her original transcripts submitted during admission.

3. Uniform Fees – to be paid to after notified by the college administration (before taking the measurements)

**Refund policy:** This amount will **not** be refunded due to any circumstance.

4. Examination Fees – to be paid to after notified by the college administration

**Refund policy:** This amount will **not** be refunded due to any circumstance.

5. Books – to be paid to after notified by the college administration

**Refund policy:** This amount will **not** be refunded due to any circumstance.

6. Other Skill-based certifications within or out of the campus – to be paid to after notified by the college administration

**Refund policy:** This amount will **not** be refunded due to any circumstance.