

## **Withdrawal Policy 2024**

1. In case the current enrollment is **below** the approved number of seats offered, after the date of registration OR the date of release of last Merit list (whichever is later), no refund will be made.
2. In case the current enrollment is **above** the approved number of seats offered, after the date of registration OR date of release of last Merit list (whichever is later), a refund process could be initiated as follows:
  1. In case someone has withdrawn before their registration, the full amount deposited by the student will be refunded, after deducting a processing fee of Rs. 1000/-.
  2. In case someone has withdrawn after their registration but before the beginning of classes, we shall refund the fee deposited by the student after deducting an amount already spent on the student (e.g. mediclaim), a proportional amount (calculated weekly) from the hostel fee, and a processing fee of Rs. 1000.
  3. If someone has withdrawn after attending classes, we refund after deducting the admission fee, a proportional amount from hostel fee (calculated weekly), tuition fee (calculated weekly), any fixed cost already spent on the student (mediclaim and books) and a processing fee of Rs. 1000.
3. All withdrawal refunds will be processed only after the admission process is completed.