

New Delhi YMCA
POLICY GOVERNING REFUND OF FEES FOR Education Centre Students

General Guidelines:

1. Admission fee will be non-refundable.
2. Registration Fee will be non- refundable
3. Security Deposit will be refunded after successful completion of the course.

Refund Policy:

- A. Applying for fee refund before the course is commenced - 100% fee (except Admission Fee) is refunded.
- B. If the course is cancelled 100% fee is refunded including Admission Fee.
- C. **Not having attended classes after the course is commenced:**
- a. Applied for fee refund within 2 days from course commencement - 75% of the amount paid is refunded.
 - b. Applied for fee refund between 3 to 7 days from course commencement – 50% of the amount paid is refunded.
 - c. Applied for fee refund between 8 to 15 days from course commencement – 25% of the amount paid is refunded.
- D. **Having attended classes for 01 day:**
- a. Applied for fee refund within 2 days from course commencement – 70% of the amount paid is refunded.
 - b. Applied for fee refund between 3 to 7 days from course commencement - 40% of the amount paid is refunded.
 - c. Applied for fee refund between 8 to 15 days from course commencement - 20% of the amount paid is refunded.
- E. **Having attended classes between 2 to 6 days :**
- a. Applied for fee refund between 3 to 7 days from course commencement - 30% of the amount paid is refunded.
- F. **Applying for refund of fee after a lapse of 15 days of course commencement :**
- a. No refund will be made.
- G. Point No 1 is common in all the cases of A to F (if applicable)

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