

# Fee Policy & Fee Refund Policy

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## FEE POLICY

1. The school fees are to be paid by cheque/DDs. Cheques/DDs to be drawn in the name of THE INSTITUTE or in cash where a fees card/receipt will be issued
2. At the time of admission, the first installment is payable by DD along with post dated cheques of the remaining three quarters of the academic year.
3. The fees are payable in installments as prescribed by the school only on or before the scheduled dates.
4. Fees for the entire academic year can be paid together at the time of admission.
5. Once paid, fees are non-transferable / non-adjustable / non-refundable under any circumstances and are subject to the exceptions as set out in the refund policy.
6. If admission is cancelled midterm, no dues should be left pending. Leaving Certificate will be issued only after full and complete settlement of outstanding dues. Application for withdrawal must be submitted to the office a minimum of 60 working days prior to the end of the term.
7. Service Fees and other statutory fees if any should be paid separately, as and where applicable.
8. In case of any cheque towards payment of fees being dishonoured, the management reserves its right to de-enroll the student at its discretion and levy any other penalty as it may deem fit.
9. No student whose fees remain unpaid in full or in part will be allowed to sit for the examination/ or continue classes. No internal /external I examination results, reports, transfer certificates, leaving certificates or re commendations to future school schools/colleges will be issued to such students or parents.
10. If the fee is not paid within 30 days of the due date the child's name shall be struck off the school records.
- 11 - **VTI ltd institute fees include vti ltd tuition-programme fee and other expenses as insurance, remedial classes, library, materials, discount rate for photo copies etc if any**

**-Institute fee has to be paid in full as and when enrolled or by latest within the first month of enrollment .Other mode of payment ie Payment by semester or by monthly would incur an increase as per plan chosen per month. Monthly payment (12/17] months has to be paid in advance on or before the 10<sup>th</sup> of each month.**

**-Payment of institute fees should be affected as per plan scheme unless prior agreement has been made.**

**-Crossed cheques to be made payable to Vocational Training Institute Ltd.**

12. The school reserves the right to revise / amend the Fee Schedule from time to time.

## **FEE REFUND POLICY**

1. Admission fee a, Registration fee and materials fees once paid to the school will not be refunded under any circumstances or for any reason whatsoever, including where a student withdraws admission or communicates his/her intention not to attend the school at any time before scheduled commencement of academic year or where after joining the school, a student withdraws admission or leaves the school before the end of that academic year.

2. If a student withdraws admission at any time before scheduled commencement of semester refund, if any, percentage of refund of fees would be by cheque only & will be subject to the following provisions:

- If a student withdraws admission before 10 working days of the scheduled date of commencement of term, semester , only 75 % of the Tuition fees will be refunded.
  - submit proof and Original Receipt with application and a fee of Rs 100/ and
  - -Attendance of learner shall be continuously computed Until date of withdrawal letter / application] received
  - - withdrawal /cancellation /refund etc request shall be considered as from date of application completed and received by vti ltd
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3 . After commencement of the academic year/session, whether or not a student joins classes, under no circumstances will the Academic Fees and other charges/fees paid to the school be refunded, if a student withdraws admission or leaves the school as follows: a **cancellation fee of 50% of the tuition-programme fee will be applicable [if cancellation request occurs in writing and within three consecutive working class after starting of course & after no fees will be refunded and but could be transferred for another one session only on humanitarian ground. See detail of refund table below**

### **Refund policy in brief**

<b>1</b>	<b>When paid in full/semester-excluding the non refundable initial/deposit fee***</b>	<b>Refunded tuition fee</b>
[a]	Within ten days prior to starting of course	75% of remaining *** paid
[b]	Attended 1 to 3 tuition classes as per time table	_50% of remaining *** paid
[c]	Attended 4 plus tuition classes as per timetable	_No refund
<b>2</b>	<b>When paid monthly excluding the non refundable initial/deposit fee***</b>	
[a]	Within ten days prior to starting of course	75% of remaining ***paid
[b]	Attended 1 to 3 tuition classes as per time table	_50% of remaining *** paid
[c]	Attended 4 plus tuition classes as per timetable	_No refund
** excluding the non refundable initial/deposit/admission fee		

**4.** if the VTI, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in, the vti would refund the outstand fees paid

### **5. External examination fee refund condition**

#### **Refund of exam fees and not limited to the below**

- Consideration to cancel and refund fees may be given to requests where orders have been made incorrectly – say on a different level or qualification

#### **Registration/Annual membership fees.**

- Applications for a refund of registration/annual membership fees must be received in writing by the institute within 15 days of the date of the original institute received order and institute reserve the right to deduct/retain 25%.and if payment has not been effected to exam body or its representative institute .BUT
- When already transferred to external body or its representative, other condition applies. see external body refund policy-

**Examination fees**

- As per examination body, applications for a refund of Examination fees will be entertained and refunded only when the learner is prevented by accident or illness from taking an examination (medical certificate required). prior to examination schedule date
- Refunds FEE approved by, will be issued to the centre and not to the learner. The centre is therefore responsible for paying any refund due to the learner – and vti shall retain the administrative fee from therein
- VTI Administration fee is not refundable
- If a credit note is issued, the value may be deducted by the centre from the next payment to examining body.
- Refunds approved will be issued to the learner [18 yrs or plus] or to responsible as per application form if less than 18 yrs.

**Note** withdrawal /cancellation /refund etc request shall be considered as from date of application completed and received by vti ltd

**submission of Application form for Refund**

The deadline for submission of applications for refund are as follows:

For all courses in session	Deadline for submission	Refund month
<b>January</b>	<ul style="list-style-type: none"> <li>▪ Manual applications: <b>31 March</b> of the following year</li> <li>▪ Online applications: <b>Extended to 15 April</b> of the following year</li> </ul>	<ul style="list-style-type: none"> <li>▪ May</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ Manual applications: <b>30 September</b> of the same year</li> <li>▪ Online applications: <b>Extended to 15 October</b> of the same year</li> </ul>	<ul style="list-style-type: none"> <li>▪ November</li> </ul>