



### POLICY ON FEE REFUND WHEN LEAVING THE PROGRAM BY STUDENTS

ISME Policy on Refund of any Fee Paid is as follows as per UGC Notification No. F.No.1-3/2016 (CPP/DU) dated July 11, 2016, Refund of Fee u/s 6.2(2) and (3)

**Definition of Fee: Tuition Fee + Hostel Fee + University admission & Exam Fee + Any other Fee.**

**RULES FOR REFUND OF FEE:** If a student applies to withdraw/cancel his/her admission from any of the ISME Program of Study in which he /she is enrolled, the following is the system for refund of fee remitted by the student.

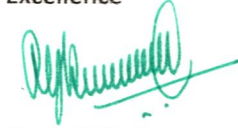
1. The Admission Fee paid at the time of registration is NON REFUNDABLE.
2. Hostel booking amount of 10000/- Refundable if the cancellation is informed 30 days prior to the date of joining. Intimation less than 30 days, No refund will be done.


Sl. No	Percentage of Refund of Aggregate Fee	Point of time when the student has applied for withdrawal/cancellation of admission
1.	90% of the total Tuition Fee plus Hostel Fee	15 days before the First day of New Session Orientation
2.	80% of the total Tuition Fee Plus Hostel Fee	Not more than 15 days after the classes commence for academic year
3.	50% of the total Tuition Fee plus Hostel Fee	More than 15 days but less than 30 days after the commencement of sessions
4.	NO REFUND (0%)	More than 30 days after formally commencement of Session/Date of Joining

3. The amount paid towards the Books and Security Deposit will be refunded after necessary deduction if any. Once the session starts and student receives the book an amount of Rs. 5000/- will be deducted from the amount paid towards the Books.
4. In case of Student paying only part amount of Tuition Fee/Hostel Fee/BU Fee, he/she will be given NOC/TC or the original documents back only after fulfilling the payment of balance amount as per the table above, if they want to leave the course at any time.
5. The Refund amount if any will be paid by way of account transfer to the student's Bank account directly. No cash will be paid in any event.

For International School of Management Excellence

  
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