



# Cancellation of Admission & Refund Policy

**Fee once paid is not refundable or adjustable under any circumstances in future.**

**Don't pay any extra amount apart from the requisite fee.**

## **1. Your admission will be cancelled**

- If the admission form is incomplete,
- If the fee paid is short,
- If the supporting documents are not complete,
- If false documents have been submitted,
- If required educational qualifications are not fulfilled,
- If the minimum age criteria is not fulfilled,
- If incorrect or wrong information is given,
- If the Secondary examination is not passed from a recognised board.
- If more than 03 (three) admission forms are received from the same address.

Note: Admission once cancelled will not be re-considered and fee paid will not be refunded under any circumstances.

## **2. Note:**

1. Admission Forms received without supporting documents will be rejected and fee will not be refunded.

## **3. For High School Diploma Level 1 and High School Diploma Level 2 Public Examinations**

1. Examination fees = Rs. 1000/- per subject Additional fees for Practicals in subjects having both theory and practicals. = Rs. 200/- per subject Late fee for examination (after last date) = Rs. 500/- per subject

## **4. For High School Diploma Level 1 & 2**

- Other Miscellaneous Fees
- Duplicate copy of the Certificate = Rs. 500/-
- Duplicate Provisional Certificate = Rs. 500/-
- Duplicate Migration Certificate = Rs. 500/-
- Duplicate Mark card = Rs. 500/-
- Postal Charges (If the above = Rs. 200/- documents are required by speed post)
- Duplicate Identity Card = Rs. 500/-
- Re-checking of Answer Script = Rs. 300/- per subject
- Re-evaluation of Answer Script = Rs. 200/- per subject

## Very Important Note:

1. The examination fee is required to be paid by all learners.
2. It is same for both Level 1 and Level 2 Courses.
3. The fee once paid for examinations will not be refunded or adjusted under any circumstance.

## General Instructions:

Before filling up the application form, please ensure your eligibility for admission otherwise the application form will be cancelled and the fee paid by you will not be refunded. Neither any intimation will be sent to you, nor any correspondence will be entertained in this regard.

