

# Students Refund Policy

## Caution Money

- Students are enrolled in courses with the understanding that they will complete the entire curriculum. If for any reason they drop the program after completion of first semester, they are not entitled to a refund of caution money.
- Students who have successfully completed their program can claim a refund within the period of one year from the date of Convocation. Failure to make a claim within this timeframe will result in forfeiture of the caution money.

## Tuition Fees

- I. If a student drops a course/courses or semester within the due date , tuition fees paid for courses will be transferred to the next semester. In case of failure to notify the drop of a course/courses within the due date, full tuition fees will be charged.
- II. If a student drops a course/ courses or semester after the due date, full tuition fees will be charged.
- III. If a course is cancelled by the Institute due to any reason, the student would be entitled to claim a refund for the course fee or carry it forward to the next semester/subsequent semester.
- IV. If a student withdraws(with out getting registered/courses dropped) from the Institute before the start of a semester for any reason, he/she would be entitled to claim a refund of tuition fee. However, no refund is allowed during the semester in such cases.
- V. If a student drops course (s) in cases where he intends to achieve the required improvement in GPA and no classes have been attended, he would be allowed a refund of the tuition fees.
- VI. If a student paid a full load course fee and registered for a fewer number of courses (without dropping any course) excess payment may be refunded/carried forward to the next semester.

**Fresh Entrants**

In case a candidate, after getting admission, decides to withdraw from the Institute/semester, he / she will not be entitled to claim tuition fees.

In case a candidate fails to meet the admission criteria after declaration of HSC/A-Level results, he/she will be refunded tuition fee within the first semester of his admission.

If for any reason IoBM defers the admission of any candidate till the next semester, tuition fee will be carried forward to the next semester.

If any candidate is allowed a deferment of admission to improve his/her grade and later he/she decides not to join ,he/she will not be entitled refund of tuition fees.

**External students**

Tuition fees for any course(s) would be refundable if no classes have been attended.

## Registration Fee

Registration fee is refundable/adjustable in the following cases:

- I. If a course is cancelled by the Institute due to any reason, the student would be entitled to claim a refund of the Registration fee(full or prorated) or carry it forward to the next semester/subsequent semester.
- II. If a student has deposited Registration fees but does not get registered, registration fees would be refundable/carried forward to next semester.
- III. If for any reason IoBM defers the admission of any candidate till the next semester, Registration fee will be carried forward to the next semester.