

## 1. General

This policy applies to all academic fee payments made through **Srijan Institute of Paramedical Science**.

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## 2. Cancellation by Student

A student may request a refund under the following conditions:

- **Before Admission Closure:** If a student withdraws before admission is finalized, eligible refunds will be processed.
  - **After Admission:** Refund eligibility is subject to institutional rules and regulatory guidelines.
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## 3. Refund Process

To request a refund:

- Submit a written application to the admissions office
  - Include proof of payment
  - If eligible, the refund will be processed within **30 working days**
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## 4. Deductions

Refunds may incur deductions for:

- Application processing fees
- Scholarships or concessions already provided
- Bank or transaction fees

Exact deductions shall be communicated clearly upon approval.

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## 5. No Refund Cases

Fees are **non-refundable** for:

- Academic services already rendered
- Exam fees already processed

- Late withdrawal after semester start date

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## **6. How Refunds Are Issued**

Refunds will be credited to the initial payment source unless otherwise authorized.