



REFUND POLICY-MAIN PROGRAM

1. If a student cancels their admission before completion of the program, the fees accrued till the date of cancellation shall be payable excluding Scholarship or fee waiver granted. Student is liable to clear any outstanding fee before release of any academic or non-academic records.
2. If student wishes to postpone to the next semester of the same academic year, Postponement Fees as per the published Fee Structure will be applicable, and if any increase in the published Fees, the new Fees will be applied. In case student does not join in subsequent semester, Refund Policy will be applicable.
3. If the student cancels the admission refund policy shall apply as given below:
 - a. **Tuition Fees:** 20% of tuition Fee paid will be deducted before the commencement of Batch, 100% Non-Refundable after batch commencement
 - b. **Sports Fee:** 20% of Sports Fee paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch.
 - c. **Student Activity Fees:** 20% of Student Activity Fees paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement.
 - d. **Books & Material Fees:** 100% Non-refundable and is mandatory for all the students to pay.
 - e. **Medical & Health Services Fees:** 100% Non-refundable and is mandatory for all the students to pay.
 - f. **Transportation Fees:** 20% of Transportation Fees paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement.
 - g. **Hostel Fees:** 20% of Hostel Fees paid will be deducted before the commencement of Batch & 100% Non-Refundable after batch commencement.
 - h. Student are required to complete the application and admission process as well as complete all required documents as per the Policy & Procedure and are required to adhere to all the deadlines as mentioned in the documents which is student responsibility to review before signing. However, in case the student does not adhere to the requirements the admission stands cancels and no refund of fees is applicable as per the Policy & Procedure.
 - i. Students availing Scholarship/Sponsorship/Fee Waiver are required to complete process as well as complete all required documents as per the Policy & Procedure and are required to adhere to all the deadlines as mentioned in the documents which is student responsibility to review before signing. However, in case the student does not adhere to the requirements the Scholarship or Fee Waiver apply will be canceled. Where the student is required to pay the Fees as per the published fees structure in case student wishes to cancel the admission no refund of Fees shall be applicable as per the Policy & Procedure.
 - j. If the new student does not commence the classes as per the published calendar and thereafter if they wish to cancel the admission no refund of Fees shall be applicable as per the Policy & Procedure.
 - k. If student defaults on any of the payments and it is overdue by 15 (FIFTEEN) days, student's admission will be deactivated. In case the student defaults beyond 1 (ONE) month, the student's admission will be cancelled and Refund Policy will be applicable.
 - l. Tuition Fees is to be paid according to the Fees payment plan as per the Invoice issued to the students at the time of Admission no refund of Fees shall be applicable as per the Policy & Procedure.
 - m. Tuition fees paid in excess can be transferred to the next semester. In case of discontinuance accrued fee till date will be payable and no refund shall be applicable as per Policy & Procedure.
 - n. Tuition fees cannot be transferred from one student account to another student account.
 - o. All the Miscellaneous Fees other than fees paid at the time of admission 100% Non-refundable as per General Term and Conditions.

Note: All procedures are subject to proper submission of formal request in writing to the Registrar's & Bursar's Office of SUN.