



ADHYYAN DEFENCE ACADEMY

Global Campus, Near MUHS, Dindori Road,
Nashik, Maharashtra, Pin- 422004

FEE -REFUND POLICY:-

At Adhyyan Defence Academy, we understand that unforeseen circumstances can arise that may prevent you from completing your course or attending our classes. We want to make sure that our refund policy is fair and transparent for our students. The system at Adhyyan Defence Academy works in a transparent manner. Our refund policy ensures that all the refunds are processed in a fair manner. In case, where a student expresses his intention of not attending the institute, and withdrawing his admission, he/she will have to visit the institute in person and submit his/her application in writing stating the reason for seeking a refund. The date of submission of written application for refund at the branch/ centre will be considered for the purpose of calculation of the refund amount. Please carefully review the terms and conditions of our refund policy below.

Withdrawal from the course:

If you withdraw from the course before it begins, ₹1000 will be deducted from your tuition fee, and the remaining amount will be refunded. However, if you withdraw from the course after it has begun, the refund will be provided (**Refer to annexure: A**)

Cancellation of the course:

In the unlikely event that Adhyyan Defence Academy cancels a course, all students enrolled in the course will receive a full refund of their tuition fees.

Refund for absence from class:

If a student is absent from the course for any reason, they are not eligible for a refund of tuition fees.

Refund for suspension or expulsion:

If a student is suspended or expelled from the course due to disciplinary reasons, they are not eligible for a refund of tuition fees.

Refund for medical reasons:

If a student is unable to attend the course due to medical reasons, a partial refund may be granted on a case-by-case basis, provided the student provides a medical certificate as proof.

Refund process:

To request a refund, students must submit a written request to Adhyyan Defence Academy's administration office. The request must include the reason for the refund and supporting documentation where applicable.

Refund timeline:

Refunds will be processed within 30 days of receipt of the written request. The refund will be made to the original payment method used for the tuition fee.

Miscellaneous:

Adhyyan Defence Academy reserves the right to change this refund policy at any time without prior notice. Any changes made to the refund policy will be effective immediately.



A. REFUND POLICY FOR CLASSROOM COURSES:

- Registration Fee (if any) is NOT refundable under any circumstances whatsoever.
- Short Term/crash course Fee/Test Series Fee is NOT refundable under any circumstances whatsoever.
- Fee paid towards Admission Cum Scholarship Test (ACST), Adhyayan 100% scholarship Test (If any) NOT refundable under any circumstances whatsoever.

(Annexure- A)

Fee Components	Before Batch commencement	Week 1	Week 2	Week 3	Week 4	Week 5 or Later
Tuition fee	Refundable	75 % Refundable	50% Refundable	30% Refundable	20% Refundable	Non- Refundable
College Fee	Non – Refundable (Refundable if admission is not confirmed in concerned college)					
Study material & Uniform	Non – Refundable (Refundable if uniform is not issued)					
Food	Payable on pro-rata basis					

Fee Components	Before Batch commencement	Month(0- 3)	Month(3-6)	Month(6-9)	Month(9-12)
Hostel Fee	Refundable	75 % Refundable	50% Refundable	25% Refundable	No Refund

NOTE:

- **Week-1** will be counted from date of first installment of payment by student or date of start of course, whichever is earlier.
- Total payment at Classroom Course eligible for Refund is the sum of Tuition, Mess & other Fee Components paid.
- Cost of services consumed calculation: Course MRP as per admission fee brochure (Only Tuition,) x Number of days for which services consumed / Total Course Duration.
- Fee to be used for pro-rata calculation of service availed shall be on MRP as mentioned in admission fee brochure.
- Total course duration is calculated from Batch start date / Registration date, whichever is earlier to the Course End date.

KEY THINGS TO BE KEPT IN MIND FOR THE PURPOSE OF CALCULATION OF REFUND:-

S. No	What will be considered?	What will NOT be considered?
a.	Batch Start Date/ Registration Date, whichever is earlier	Date when the student attended the first class at the centre
b.	Date of submission of application for withdrawal and refund	Date of last class attended by the student
c.	Amount of fee installment mentioned in admission fee brochure (for calculation of Tuition Fee Refund)	Scholarship granted to/availed by any student.

STUDENTS AND PARENTS DECLARATIONS: -

We, the undersigned students, and parents, hereby acknowledge that we have read and understood the Adhyyan Defence Academy refund policy outlined above. We agree to abide by the terms and conditions set forth in the policy regarding tuition fee refunds.

We understand that withdrawing from the course before it begins entitles us to a full refund of tuition fees, while withdrawing after the course has begun will not be refunded. We also acknowledge that being absent from class, suspended or expelled from the course for disciplinary reasons, or failing to provide sufficient medical evidence to support a refund request disqualifies us from a refund.

We further understand that we are required to submit a written request to Adhyyan Defence Academy 's administration office, including the reason for the refund and supporting documentation where applicable. We also acknowledge that refunds will be processed within 30 days of receipt of the written request and will be made to the original payment method used for the tuition fee.

We agree to the terms and conditions of the Adhyyan Defence Academy refund policy, and we will abide by them in the event of any refund requests.

[Student Name and Signature]

[Parent Name and Signature]

DECLARATION OF ADHYYAN DEFENCE ACADEMY

We, the undersigned Adhyyan Defence Academy, hereby confirm that we have read and acknowledge the declaration message from the students and parents regarding our refund policy. We appreciate their understanding and cooperation in abiding by the terms and conditions set forth in the policy.

Adhyyan Defence Academy is committed to providing a fair and transparent refund policy to our students. We understand that unforeseen circumstances can arise that may prevent them from completing their course or attending our classes, and we will work with them to ensure that their refund requests are processed promptly and efficiently.

We confirm that we will abide by the terms and conditions outlined in the refund policy and will process all refund requests within 30 days of receipt of the written request. We will also make the refund to the original payment method used for the tuition fee.

Thank you for your trust in Adhyyan Defence Academy, and we look forward to providing you with quality education and training in the defence sector.

[Admission Officer Name and Signature]

[Commandant and Signature]

Note:-

To ensure transparency, we want to clarify that any additional amount and fees related to the following items will not be responsible by Adhyyan:

1. **Board Change fee:** Any fee associated with this change will be the responsibility of the student.
2. **11th board registration fee:** To enroll in the 11th board, a registration fee is required. This fee is not covered by Adhyyan, but we are happy to guide our students through the registration process.
3. **Board Examination fee:** In order to take the board exams, a fee is required. Adhyyan wants to make sure our students are aware that this fee is not included in our tuition.
4. **Practical notebook:** Practical notebooks are essential for hands-on learning and board point of view. While Adhyyan and associated institute provides a comprehensive curriculum, the cost of the practical notebook is not included in our fees.
5. **Practical Textbook:** We understand that students need a variety of resources to excel academically. The cost of the practical textbook is not included in our fees.
6. **Apron:** Some practical courses require students to wear an apron to ensure safety. The cost of the apron is not included in our fees.

At Adhyyan, we strive to provide the highest quality education at an affordable price. We want to ensure that our students are informed of any additional fees that may be incurred during their academic journey."

We hereby declare that we, have carefully read and understood the above-mentioned note related to the academic session. We acknowledge that Adhyyan is not responsible for any additional amount which shall be incurred in the above notes.

[Student Name and Signature]

[Parent Name and Signature]