

REFUND



**COLLEGE
FEE
REFUND
POLICY**

College Fee Refund Policy

The College Fee Refund Policy is designed to ensure transparency, fairness, and compliance with applicable regulations. Below are the details of the policy:

1. Withdrawal before the Commencement of Classes

- **Full Refund:** Students withdrawing before the commencement of classes will be eligible for a full refund of the tuition fees paid, excluding non-refundable charges such as registration or admission fees.
- **Notification:** A written application for withdrawal must be submitted within the stipulated timeline for consideration.

2. Withdrawal after the Commencement of Classes

- **Partial Refund:**
 - If withdrawal occurs within the first week of classes, 75% of the tuition fees paid will be refunded.
 - If withdrawal occurs within the second week of classes, 50% of the tuition fees paid will be refunded.
 - No refund will be provided after the second week of classes.
- **Other Fees:** Non-tuition fees (e.g., hostel, transport, and examination fees) may be refunded based on their respective policies.

3. Cancellation Due to Misconduct

- In cases where admission is canceled due to disciplinary action or misconduct, no refund will be provided.

4. Refund in Special Circumstances

- **Medical Withdrawal:** In cases of medical emergencies, requests for refunds will be considered on a case-by-case basis, subject to supporting documents and management approval.
- **Program Cancellation:** If the college cancels a program due to unforeseen circumstances, a full refund will be provided to affected students.

5. Refund Timeline

- Approved refunds will be processed within 30 working days of the submission of the refund application and required documents.

6. Procedure for Refund

- Students must submit a formal written request for a refund along with relevant documents, including:
 - Admission receipt or proof of fee payment.
 - Withdrawal or cancellation letter.
 - Medical certificates (if applicable).

7. Contact Information

For any queries or assistance regarding the refund process, students can contact:

- **Email:** college.gonzaga@gmail.com
- **Phone:** 8300159015
- **Office:** Gonzaga College of Arts and Science for Women, Kathampallam, Elathagiri - 635 108, Krishnagiri District

The college reserves the right to amend this policy as deemed necessary. Any changes will be communicated in advance.