



## Refund Policy

### STATEMENT OF POLICY

The refund policy comprises vital information about course fee and the other fee as applicable.

### TO WHOM THE POLICY APPLIES

The policy applies to all the students of Asian College of Teachers.

### POLICY AND PROCEDURES

#### Course Fee and Other Charges

On successful completion of the Application procedure, the student is expected to pay a non-refundable course fee. The fee paid is non-refundable and it is not refunded for any personal reason like health/medical problems, family problems or any other individual problems.

The fee is refundable only if the course is discontinued for some reason by Asian College of Teachers. If a student is unable to complete the course for any particular reason, the course fee one has paid is forfeited.

#### Balance Fee Payment

If a student fails to pay the balance fee within the given due date, s/he is given a grace period to clear the payment but will be liable to bear an additional fee towards penalty and the amount payable would be balance fee along with the penalty fee as applicable. Once the grace period is over, the course will be discontinued and the student has to take fresh admission by paying the full course fee. The student has to clear the transfer fee within the next 15 days of informing the institution to get a transfer.



## Cancellation of Registration

This is not allowed by Asian College of Teachers unless on exceptional grounds. The payment can rather be considered non-refundable and the decision of the project organizer is considered to be final.

## Re-Registration Process

Students must send their request for an extension one month prior to the course completion date. Any request later than this will not be accepted. In such cases students will have to take fresh admission by paying the full course fee.

- a. A student needs to submit at least one assignment before an extension, otherwise no such request will be considered.
- b. A student will get 3-month extension by paying 3500 INR / 50 USD. The student may ask for a second extension for 1 month by paying 2000 INR / 30 USD. In case of a third extension the student would also require to pay 2000 INR / 30 USD for 1 month.
- c. If a course is incomplete after the third extension the student will have to take fresh admission and pay the full course fee applicable during that time.