Refund Policy

STATEMENT OF POLICY

The refund policy contains vital information about the course fee and other applicable fees.

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 is not refunded for any personal reasons, such as 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 that 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 the 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 of the 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 before 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 student needs to submit at least one assignment before an extension; no such request will be considered.
- A student will get a 3-month extension by paying additional charges. The student may ask for a second extension for 1 month by paying re-registration fees. In case of a third extension, the student would also be required to pay an additional charge for 1 month.
- 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.