



SWASTIK CLASSES REFUND POLICY

Important Points About Refund Policy

- Admission once done will not be cancelled under any circumstances.
- Refund applications will be accepted ONLY in cases of genuine academic problems, medical reasons, transfer/change of residence etc. It is compulsory to provide the proof of the same without which the application will not be processed.
- Students applying for refund have to submit a written application mentioning the exact reason for withdrawal at the centre where the student is studying. Refund requests made verbally or through phone/SMS shall not be entertained in any cases.
- Please note that in case a student has less than 80% attendance at the time of submitting the withdrawal application, No refund will be processed.
- The date of submission of application will be considered as the last working day of the student and not the day on which the student stopped coming to the Institute for classes.
- There will be a meeting of the student & parent with the centre staff after the withdrawal application is received. It is compulsory to attend this meeting and complete the necessary formalities to process the refund application.
- The date of commencement, of course, will be considered as the starting date of the course & not the joining date of the student in the Institute for calculating the refund.
- No refund application will be processed which is submitted after the course ends.
- The refund rules are universal even
 - If the student joins Late.
 - If the student doesn't attend even a single class after depositing the fee.
- Refund cheque (if any) will be made in the name of the student only.
- Swastik Classes Management reserves the right to reject any refund application without any reason, whatsoever.
- The entire refund process includes several levels and Accounting process hence it takes around 40 to 45 days to process the Refund (if any).

Important Points About Refund Policy

- Refund amount will be calculated on the Actual Fee i.e. the fee paid without G.S.T. or any other Tax.
- Refund policy is based on accrual accounting. The Course Fee has an Administrative/Admission Fee component, which is strictly NON REFUNDABLE. The remaining Fee is divided into quarterly fees and First month Fee.
 - If the student withdraws before the start of the initial month then only Administrative/Admission Fee (+ GST) will be deducted from the Total Paid Fees.
 - If the student withdraws within the first month of the start of the course then Administrative/Admission Fee + First Month Fee (+ GST) will be deducted from the Total Paid Fees.
 - If the student withdraws after the initial month then Admission Fee + First Month Fee + Total Completed Quarters Fee (including the Quarter during which the application was submitted) (+ GST) will be deducted from the Total Paid Fees.
- Quarterly fee will be deducted for the quarter in which the application is submitted irrespective of the fact that the application is received on the first or the last day of the Quarter.
- If the student has received any scholarship, then the refund calculation would still be done as per the amounts mentioned in the table. This means quarterly charge and other charges will not be reduced as per the scholarship while calculating the refund. Hence for a student who has received a certain scholarship, the total paid fees may be accrued well before the end of the course.



Illustration of Refund Calculations

Course	Course Start Month [#]	Course Duration	Course End Month	Total Fee* (excluding GST)	Admin. Fee* (non refundable)	First Month Fee*	Quarterly Fee*
Founders 1YP Digital	Apr 2021	1 Month + 3 Quarters	Jan 2022	₹1,50,000/-	₹15,000/-	₹13,500/-	₹40,500/-
Founders 1YP Physical	Apr 2021	1 Month + 3 Quarters	Jan 2022	₹2,00,000/-	₹20,000/-	₹18,000/-	₹54,000/-
Founders 2YP Digital	Apr 2021	1 Month + 6 Quarters	Oct 2023	₹3,00,000/-	₹30,000/-	₹15,000/-	₹42,500/-
Founders 2YP Physical	Apr 2021	1 Month + 6 Quarters	Oct 2023	₹4,00,000/-	₹40,000/-	₹21,000/-	₹56,500/-
Quark 9/10 Digital	Apr 2021	1 Month + 3 Quarters	Jan 2022	₹50,000/-	₹5,000/-	₹4,500/-	₹13,500/-
Quark 9/10 Physical	Apr 2021	1 Month + 3 Quarters	Jan 2022	₹70,000/-	₹7,000/-	₹6,300/-	₹18,900/-

**The Fee Values mentioned may change from time to time at the discretion of management
[#]The course start date is indicative. The calculations can be applied in a similar manner for courses starting on a different date.*