

INSTITUTE OF MANAGEMENT & RESEARCH, GHAZIABAD

Refund Policy for Cancellation of Admission

1. Applicability

This refund policy shall be applicable to all students who have taken admission in any programme offered by the institution for the relevant academic session.

2. Cancellation Before Commencement of Classes

- **10% of the total fees shall be deducted** towards administrative and processing charges.

3. Cancellation After Commencement of Classes

- **No refund shall be admissible** if the cancellation request is submitted **after the commencement of classes**, irrespective of the date of withdrawal or reason thereof.

4. Procedure for Refund

- The request for cancellation must be submitted in **writing** to the Admission Office along with relevant documents and original fee receipts.

5. Mode of Refund

- Approved refunds shall be processed **only through CHEQUE transfer** to the account of the student.

6. Non-Refundable Fees

- Registration and Uniform Fee are non-refundable.

7. Final Authority

- The decision of the **Principal** shall be final and binding in all matters related to fee refund.

8. Amendment Clause

- The institution reserves the right to modify or amend this policy as per statutory or administrative requirements.