SIBGA INSTITUTE OF ADVANCED STUDIES (SIAS)

Fee Refund Policy

In order to maintain transparency and consistency in handling requests for fee refunds and issue of Transfer Certificates (TC), the following **Fee Refund Policy** is hereby adopted by the Management of SIAS:

1. General Guidelines

- The policy applies to students who seek admission cancellation and request refund of remitted fees after securing admission to any undergraduate or postgraduate programme at SIAS.
- All refund requests must be submitted in writing along with a formal request for Transfer Certificate (TC).
- Refunds will be processed only after the return of all original documents issued by the College.
- A portion of the remitted fee will be retained towards the **College Development Fund**, based on the time of request.

2. Refund Structure

Time of Application for Refund	Amount Deducted (Rs.)	Refund Eligibility
Within 7 days from the date of admission	₹ 4,000	Eligible for refund after deduction
Between 8 and 14 days	₹ 5,000	Eligible for refund after deduction
Between 15 and 21 days	₹ 6,000	Eligible for refund after deduction
Between 22 and 30 days	₹ 7,000	Eligible for refund after deduction
After 30 days	**No refund**	Not eligible for any refund

3. Mode of Refund

- All refunds will be processed through bank transfer to the account number provided by the student/parent in the refund application form.
- The processing time for refunds is typically 10–15 working days from the date of approval by the Principal.

4. Non-refundable Components

- Any fees already remitted to University are non-refundable.

5. Exceptions

- In special cases (medical emergencies, family tragedies), the management may consider exceptions based on documentary proof and at its sole discretion.

6. Final Authority

- The decision of the **Principal/College Management** will be final and binding in all matters related to fee refund.

Approved by:

The Governing Body,
SIBGA Institute of Advanced Studies (SIAS)

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