



REFUND POLICY OF THE INSTITUTION

HOLY CROSS COLLEGE (Autonomous), Nagercoil

An ISO 9001: 2015 Certified Institution

Accredited with A⁺ Grade (CGPA 3.35 – IV Cycle) by NAAC

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

Tamil Nadu, India

Refund Policy

Purpose

The refund policy is established to ensure transparency and fairness in the refund process for students who withdraw from their programmes. The policy complies with the guidelines provided by the University Grant Commission.

Objectives

- To provide a clear, consistent and fair approach for processing refund requests for students who withdraw from their programs.
- To uphold the institution's commitment to student welfare and financial responsibility.

Scope

This refund policy applies to all students enrolled in regular and self-financed streams offered by the college.

Eligibility and Refund Conditions

The newly admitted students are eligible for the refund of fees on cancellation/withdrawal of admission based on the following criteria:

- ✚ 100 % refund for those who applied before the formally announced last date of admission.
- ✚ 90% refund up to 15 days
- ✚ 50% refund up to 30 days
- ✚ No refund after 30 days

The processing fee of Rs. 1,000 will be deducted from the refund amount.

Procedure for Refund Application

- ✚ Candidate shall submit a written refund request counter signed by parent/guardian to the concerned Head of the department with the payment receipt and bank account details.
- ✚ Department shall verify candidate's application form and forward it to the principal.
- ✚ Departments are advised to keep a copy of the same for future reference.
- ✚ Refund requests through email, postal mail or verbal communication will not be considered.

Refund Process

- ✚ Refunds are subject to institution management's discretion following the specified timelines.
- ✚ The refund will be processed within 30 days from the date of approval.
- ✚ The refund money will be transferred to the bank account, as specified in the application form.

The Institution shall continuously review and update the approved policy and is committed to its implementation.


PRINCIPAL
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