

Scottish Church College

Kolkata 700006

REFUND POLICY ON CANCELLATION OF ADMISSION

Kindly note that refund will be processed only on demand

How & when do I apply for Fee Refund on Cancellation of Admission	<ul style="list-style-type: none">• Any request for refund of fee/security deposit must be submitted (in duplicate) physically at the Bursar's Office as mentioned in the College website.• Dates for submission of forms and refund will be announced through the College website.
What amount of the fee/security deposit will be refunded	<ul style="list-style-type: none">• For those who cancelled their admission before at least FIFTEEN working days from the last date of admission announced by the University/College, Rs.1,000/- will be retained by the College as Administrative charges. All other fees and security deposit will be refunded without interest.• For those who cancelled not more than FIFTEEN days after the formally notified last date of admission, Administrative charges of Rs.1,000/- and 50% of aggregate fees will be deducted. No security deposit will be refunded.• For those who cancelled more than 15 days but less than 30 days after the last date of admission, Administrative charges and 80% of aggregate fees will be deducted. No security deposit will be refunded.• Those who cancelled after more than 30 days from the formally notified last date of admission, would not be eligible for any refund.• No refund of security deposit is permissible for those admitted under Direct Admission (Department of Philosophy/Sanskrit only)
On completion of the Course ...	<ul style="list-style-type: none">• The security deposit will be refunded without interest within two months from the date of announcement of the result by the University/College.