

## **DISCOUNT & REFUND OF FEES**

*(Applicable from 1 April 2015)*

### **Discounts on Training Fees**

#### ***a) On-Campus Programmes:***

When the sponsoring organization nominates more than one participant, the following discounts would be offered on training fees:

- |                          |   |                             |
|--------------------------|---|-----------------------------|
| i) 2 to 5 participants   | - | 10% (as per existing rates) |
| ii) 6 to 10 participants | - | 15% (as per existing rates) |

In addition, Students & Consumer Organizations would be offered a discount of 10%.

#### ***b) Off-Campus Programmes:***

- i) When a Govt. organization/PSU/Defence Establishment/Consumer Body requests for a discount, a flat rate of 5% discount on the training fees would be applicable.

Any request for additional discounts over the above the above and citing specific reasons, may be considered on case to case basis.

- ii) When an organization requests for conducting three or more training programmes (same programme or different programmes) to be held in series, one after the other or over a period of time (within one year), a discount of 10% would be offered on the training fees from the second programme onwards.

- iii) When an organization requests for training programme for more than 25 participants which cannot be accommodated in a single programme and would therefore call for holding two or more programmes, a discount of 10% would be offered from the second programme onwards.

### **Refund of Training & Hostel Fees**

- A refund of **full fees** shall be made when cancellation/withdrawal of nomination is made at least **15 days in advance** of the date of commencement of the training programme.
- In case a cancellation/withdrawal of nomination is made **less than 15 days** in advance of the date of commencement of the training programme or is not informed, a **cancellation charge of 25% of the training fees** would be levied. The balance amount after deducting the cancellation charges would be returned.
- Hostel fees if any, paid in advance shall be returned in full.