

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:

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|--------------------------|---|-----------------------------|
| 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.