



॥ तमसो मा ज्योतिर्गमय ॥

NATIONAL FIRE SAFETY INSTITUTE

OF RESEARCH TECHNOLOGY



REFUND POLICY





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UTTAR PRADESH

REFUND POLICY

1. Introduction

National Fire Safety Institute of Research Technology is committed to maintaining transparency and fairness regarding fee refunds. This Refund Policy explains the rules and procedures applicable for cancellation of admission and refund of fees.

2. Refund Eligibility

Students may apply for refund of fees under the following conditions:

- 2.1. Cancellation of admission before commencement of classes
- 2.2. Duplicate payment made by mistake
- 2.3. Course cancellation by the Institute
- 2.4. Any special case approved by the Institute management
- 2.5. All refund requests shall be subject to verification and approval by the Institute.

3. Non-Refundable Charges

The following charges are generally non-refundable:

- 3.1. Registration Fee
- 3.2. Admission Processing Fee
- 3.3. Examination Fee
- 3.4. ID Card Fee
- 3.5. Study Material Charges
- 3.6. Uniform or Kit Charges (if applicable)

4. Admission Cancellation Rules

A. Before Course Commencement

If a student cancels admission before the start of the course:

Registration and processing fees may be deducted.

Remaining eligible amount may be refunded.

B. After Course Commencement

If cancellation is requested after commencement of classes/training:

Refund may be allowed only at the discretion of the Institute.

Administrative and training expenses may be deducted.

No refund may be provided after a substantial part of the course has been completed.

5. Refund Procedure

Students must follow the below process for refund requests:

- 5.1. Submit a written refund application.
- 5.2. Attach original fee receipt and required documents.
- 5.3. Submit bank account details for payment transfer.
- 5.4. Obtain approval from the authorized department.
- 5.5. Incomplete applications may not be processed.

6. Required Documents

The following documents may be required:

- 6.1. Refund Application Form
- 6.2. Original Fee Receipt
- 6.3. Aadhaar Card or ID Proof Copy
- 6.4. Bank Passbook / Account Details
- 6.5. Admission Cancellation Letter

7. Refund Processing Time

Approved refunds will normally be processed within 15 to 30 working days from the date of approval.

8. Mode of Refund

Refunds shall normally be made through:

- 8.1. Bank Transfer
- 8.2. UPI Transfer

8.3. Account Payee Cheque

8.4. Cash refunds are generally not permitted.

9. Institute Rights

The Institute reserves the right to:

9.1. Approve or reject any refund request

9.2. Deduct administrative or academic charges

9.3. Modify the refund policy without prior notice

9.4. The decision of the Institute management shall be final.

Declaration

By taking admission in the Institute, students and guardians acknowledge and accept the terms and conditions mentioned in this Refund Policy.



Authorized Signatory

National Fire Safety Institute of Research Technology