



<b>Fee Deposit Rules</b>
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1. Cheque / DD should be made in favor of **SCHOLARS DEN, payable at Moradabad.**
2. Remaining Installment(s) is/are to be paid in the form of DD/PDC as per schedule.
3. Admission to be granted only after relisation of payment.
4. In case the cheque is dishonored, there will be penalty of Rs. 250 and the amount will have to be deposited by DD/Cash within 3 working days of the date of the dishonored cheque, falling which the student will not be allowed to attend classes.
5. In case of **non-payment of fee by the due date**, the student will not be allowed to attend classes from the same date. Scholars Den reserves the right to file a lawsuit to recover the remaining amount.
6. If the payment of fees is done on any date after due date, late payment fee will be charged as per the following rules:

For the first 7th Days	8th Day to 15th Days	After 15 Days
Rs. 100 per day	Rs. 500 per day	Readmission
7. Scholarships are valid only till the announced date of validity. No requests for applying scholarships to fees will be		

<b>Caution Money Rules</b>
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1. Scholars Den is not liable to pay any interest on the caution money.
2. Refund of caution money will be considered after application is submitted with NOC from academic counselor ad administration head.
3. Refund application will be processed after 30 days.
4. Caution money refund will be made after completion of course and as per schedule below -

Classes	Period of Refund issue
Classes 6th to 10 <sup>th</sup>	15th April to 14th May
Classes 11th & Above	1st June to 30th June

<b>Refund Rules</b>
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1. Prescribed Refund Format can be obtained from institute office. Refund request made verbally or through phone/email/fax shall not be entertained in any case.
2. Refund Application in the prescribed format will be accepted along with original fee receipt, ID card, Attendance certificate obtained from office and countersigned by the student and parent.
3. 1st Installment or amount payable at the time of admission is Non Refundable in any circumstances.
4. Number of days will be calculated from the date of commencement of the batch (irrespective of the students' date of joining).
5. Refund rules are same even - If a student joins late or if a student didn't join or attend even a single class at all after depositing the fee.
6. No Refund will be made after 30 Days of batch Commencement.
7. All Legal matters are subjected to Moradabad (UP) jurisdiction only.
8. In case of expulsion on disciplinary ground, no refund claim will be entertained.

Details	Within 0-15 Days	Within 16-30 Days
Amount to be Deducted	30% of the course fees	50% of the course fees

Admission Formalities Completed by

Signature of Counselor / Executive

I have read the Terms & Condition. I agree to abide by the same.

Signature of Parent / Guardian