



# Makhija Foundation

Katpadi-Ranipet Road, Vellore, Next to VIT, Brammapuram,  
Tamil Nadu 632014.



## SHRISHTI'S ADMINISTRATIVE POLICIES

### ADDITION OF NEW POLICY –1-A

#### FEE REFUND POLICY

#### 1. Objective

This policy outlines the terms and conditions under which school fees may be refunded to parents or guardians who have paid fees for their wards enrolled at Shrishti Schools. The policy ensures clarity, fairness, and transparency in the fee refund process.

#### 2. Applicability

This policy applies to all students admitted to any of the institutions under Shrishti Schools managed by the Makhija Foundation.

#### 3. General Principles

- Admission fee, registration fee, and any one-time charges are **non-refundable** under all circumstances.
- Tuition fees and term fees may be refunded on a **pro-rata** basis, depending on the date of withdrawal and as per the refund schedule outlined below.
- No refund will be processed for periods where the student has attended classes, even partially.

#### 4. Withdrawal of Admission Before Commencement of Classes

- If written notice of withdrawal is received **15 days or more before** the scheduled commencement of classes, **90%** of the tuition and term fees paid will be refunded.
- If written notice is received **less than 15 days before** the scheduled start of classes, **50%** of the tuition and term fees paid will be refunded.

#### 5. Withdrawal After Commencement of Classes

- Withdrawal within **15 calendar days** from the start of the academic session: **25% refund** of tuition and term fees.
- Withdrawal **after 15 calendar days**: **No refund** of any tuition or term fees.

#### 6. Mid-Year Withdrawal

- No refund will be made for the current or previous term.
- If fees have been paid in advance for future terms, they may be refunded **fully** provided withdrawal notice is submitted **at least 30 days prior** to the commencement of the next term.

Shri. Mahadevan Venkatesh  
Trustee, Makhija Foundation

## 7. Refund Process

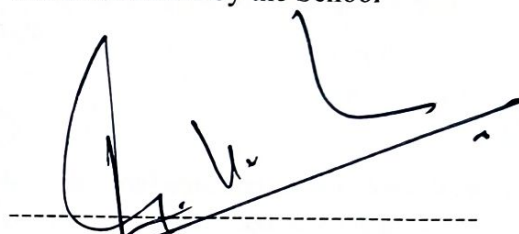
- All requests for a refund must be made in **writing** to the Head of School, along with the reason for withdrawal, relevant supporting documents and original Fee Receipt.
- Refunds, if approved, will be processed within **30 working days** through cheque or bank transfer in the name of the parent/guardian who made the original payment.
- Any outstanding dues will be deducted from the refundable amount.

## 8. Exceptional Circumstances

In cases of relocation, medical emergencies, or other unforeseen events, partial refunds may be considered at the discretion of the Management Committee, upon submission of valid documentation.

## 9. Dispute Resolution

Any dispute regarding the interpretation or execution of this policy will be resolved by the School Management, whose decision will be final and binding.



Shri. Mahadevan Venkatesh  
Trustee, Makhija Foundation