

FEE REFUND POLICY

NSHM Knowledge Campus, Kolkata-Group of Institutions strictly abides by the fee refund guidelines established by the University Grants Commission (UGC) and/or the All-India Council for Technical Education (AICTE) as defined below. The refund amount is calculated based on the timing of a student's withdrawal application relative to the program's official start date.

Category	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days after formally notified last date of admission
5	0%	More than 30 days after formally notified last date of admission

How to Apply for Withdrawal and a Refund

To discontinue a program and apply for a fee refund, you must follow this procedure:

- Submit a Written Application: The student or your parent/guardian must submit a formal written application over email to your respective academic counselor/batch coordinator.
- Address it Correctly: The application should be addressed to your respective academic counselor/batch coordinator.
- Official Channels Only: Withdrawal requests made via telephone or WhatsApp messages are not considered official and will not be accepted
- Effective Date of Withdrawal: The date a student's application is officially considered is the date on which NSHM Knowledge Campus, Kolkata-Group of Institutions receives his/her written request

Key Refund Principles

- Withdrawal After Program Start: If a student drops out of a program during their studies, a refund of tuition fees for subsequent semesters may be made. This does not apply to programs where fees are fixed by the Department of Higher Education, Government of West Bengal
- Refund Recipient: Any refund will be made either to the student or directly to the bank that provided an educational loan, as applicable.
