

Refund Policy

This Refund Policy applies to any payments, fees or charges you make in connection with the services provided via our Website or by our schools/association.

1. Scope

This policy applies to payments made for admission application fees, enrolment fees, deposits, tuition/boarding fees, events, programmes or any other service where a fee is payable, unless otherwise stated in a separate written agreement.

2. No Refund / Non-Refundable Fees

- Application fees submitted via the Website for admission are **non-refundable**, unless expressly stated otherwise.
- Certain deposits or administrative charges may also be non-refundable or partially refundable; such terms will be communicated at the time of payment.
- If you withdraw your application or enrolment after a specified cut-off date (which will be communicated to you), you may be liable for full or partial payment and refunds may not be granted.

3. Refund Eligibility

- Refunds (if eligible) will only be processed after verification of your request and confirmation that the criteria for a refund have been met.
- To request a refund, you must submit a written request (via email or prescribed form) within [insert number] days of the payment date or within the timeframe specified in the admission/enrolment documentation.
- If a refund is approved, we will process it via the original method of payment unless otherwise agreed.

4. Refund Amounts & Deductions

- If refunds are permitted, we may deduct administrative costs, bank/service charges, or pro-rated fees for services already rendered.
- The exact refund amount and deduction will be communicated to you in writing once your request is reviewed.

5. Processing Time

We aim to process approved refunds within [insert number, e.g., 30] days of approval. Processing time may vary depending on your bank, payment method, currency conversions (if any) and other factors outside our control.

6. Changes by Us

We reserve the right to amend or vary this Refund Policy at any time. Any changes will be published on the Website and will apply to payments made after the date of change.

7. Contact for Refund Queries

For refund-related enquiries or requests, please contact us at:

✉ [upsainikschool08657@gmail.com]

📍 [Kanpur - Lucknow Rd, Sarojini Nagar, Lucknow, Uttar Pradesh 226008]