

Refund & Withdrawal Policy

POLICY

Session 2026-27

No one plans for a change of plan—but it happens. This page explains, in plain words, how refunds and withdrawals work at **Atulya Defence Academy**. If you're unsure about anything, call us at **98121-97229** or use the form on our Contact page. We'll help you choose the best next step.

► We're a **CBSE school with entrance coaching** (RIMC, RMS, Sainik, JNV/APS, NDA, CDS). We are **not** a military training centre. Fitness is structured and age-appropriate. This policy only covers fees and withdrawals.

Principles (Short & Clear)

- **Transparency first:** No hidden rules. Everything is written here and in your offer letter/invoice.
- **Dates matter:** Refund windows are counted from the **invoice date** or **batch start date**.
- **Original mode:** Refunds go back via the **same payment mode** wherever possible.
- **Proofs required:** You'll need the **original receipt/invoice** and a **filled Refund & Withdrawal Form**.

Fee Heads (Know What's What)

- Registration/Prospectus/Processing Fee → **non-refundable**
- Tuition Fee → refundable as per timelines below
- Hostel & Mess Fee → refundable **pro-rata** (unused portion)
- Uniform/Books/Study Material → **non-refundable once issued**
- One-time Charges (ID, admin, card, etc.) → non-refundable after issuance
- Caution Money/Security Deposit → **refundable** after adjustments

Refund Windows (Standard)

A) Before Program/Session Starts

- Request $\geq$ 15 days before start → **100% Tuition Fee refundable**
- Request $<$ 15 days before start → **80% Tuition Fee refundable**
- Hostel & Mess → **100% refundable** before check-in

B) After Start (First 7 Days)

- **60% Tuition Fee refundable**
- Hostel & Mess → pro-rata

C) Day 8 to Day 30

- **40% Tuition Fee refundable**
- Hostel & Mess → pro-rata

D) After 30 Days

- No Tuition Fee refund
- Hostel & Mess → pro-rata if student exits hostel permanently

Special Cases

- **School-initiated cancellation:** 100% of Tuition Fee and unused Hostel/Mess refunded.
- **Scholarship mid-term:** Refund calculated on **net fee paid**.
- **Payment by EMI/Finance:** Refund follows slabs; finance charges not refundable by school.
- **Force Majeure:** Services may shift online; no refunds due, but arrangements made.

How to Request a Refund

1. Fill the **Refund & Withdrawal Form** (see Documents).
2. Attach proofs: ID, invoice, bank details (for NEFT).
3. Submit at accounts desk or email info@atulyadefenceacademy.com.

We'll acknowledge within **2 working days** and process within **10–15 days** after verification.

Examples

Withdraw 10 days before start → **100% Tuition Fee back**

Withdraw Day 5 → **60% Tuition Fee back**

Withdraw Day 25 → **40% Tuition Fee back**

After 30 days → **No Tuition Fee refund**

Need Help?

-  **Call/WhatsApp:**
98121-97229

- **Email:**

info@atulyadefenceacademy.com

- **Visit:**

Sec D, Defense Colony, Opposite Gugga Marhi, Ambala Cantt, Haryana 133001

- **Form:**

Contact Page

Edition 2026–27. This document reproduces the information published at atulyadefenceacademy.com/refund-withdrawal-policy/. Policies, dates and fees can be updated by the school; the latest version is always on the website. Questions: 98121-97229 · 89504-44456 · info@atulyadefenceacademy.com