

**BON SECOURS COLLEGE FOR WOMEN
(AUTONOMOUS)
Vilar,Thanjavur- 613 006**



**SII- FEE REFUND POLICY
(2026-2027)**

2026



BON SECOURS COLLEGE FOR WOMEN (AUTONOMOUS)

NAAC Accredited with A++ Grade in Cycle II
UGC Recognized 2(f) and 12(B) Institution
An ISO 21001:2018 Certified Institution
Affiliated with Bharathidasan University, Tiruchirappalli
Vilar Bypass, Thanjavur – 613006.

SII- FEE REFUND POLICY (2026-2027)

Fee Refund Policy for International Students (Study in India – SII Portal)

1. Purpose:

This Fee Refund Policy is framed for International Students admitted through the Study in India (SII) Portal, direct international admissions, and other approved international admission channels at Bon Secours College for Women (Autonomous), Thanjavur, Tamil Nadu, India. The policy aims to ensure transparency, fairness, and compliance with applicable Government of India, UGC, and institutional regulations.

2. Applicability:

This policy applies to:

- ✚ Foreign Nationals (FN)
- ✚ Overseas Citizens of India (OCI)
- ✚ Non-Resident Indians (NRI)
- ✚ Students admitted through the SII Portal
- ✚ International students admitted under bilateral or institutional agreements

3. Non-Refundable Fees:

The following charges are non-refundable under any circumstances:

- ✚ Application Fee
- ✚ Registration Fee
- ✚ Visa Processing Assistance Charges
- ✚ Admission Processing Charges
- ✚ Bank Transfer Charges
- ✚ Insurance Premium (if already remitted)
- ✚ Any statutory fee paid to external agencies



4. Refund Schedule:

Stage of Withdrawal	Refund of Tuition Fee
Withdrawal before issuance of Admission Confirmation Letter	100% refund after deduction of USD 100 or equivalent administrative charges
Withdrawal after Admission Confirmation but before commencement of classes	90% refund of tuition fee
Withdrawal within 15 days from commencement of classes	80% refund of tuition fee
Withdrawal between 16 and 30 days from commencement of classes	50% refund of tuition fee
Withdrawal after 30 days from commencement of classes	No refund

The institution reserves the right to deduct actual expenses incurred towards admission processing and administrative services.

5. Visa Rejection Cases:

Students whose visa applications are officially rejected by the concerned Embassy/High Commission shall be eligible for:

- ✚ Refund of tuition fee after deduction of administrative charges of USD 100 or equivalent.
- ✚ Submission of original visa rejection proof is mandatory.

6. Hostel and Accommodation Fees:

- ✚ Hostel fees shall be refunded after deducting charges for the period of actual occupancy.
- ✚ Security deposits, if any, shall be refunded after adjusting outstanding dues, damages, or penalties.
- ✚ Mess charges shall be refunded on a pro-rata basis for the unused period.

7. Refund Procedure:

Students seeking a refund must submit:

1. Refund Application Form.
2. Admission Cancellation Request Letter.
3. Copy of Passport.
4. Copy of Admission Offer Letter.
5. Fee Payment Receipt.
6. Bank Account Details for refund.
7. Visa Rejection Letter (if applicable).



8. Mode of Refund

- ✚ Refunds shall be processed only through bank transfer to the student's or parent's authorized bank account.
- ✚ Refunds will ordinarily be made in the currency in which the fee was received or its equivalent Indian Rupees, subject to prevailing banking regulations.

9. Processing Time

- ✚ Refund requests shall be processed within **30 to 60 working days** from the date of approval of the complete application.
- ✚ Delays arising from banking procedures, foreign exchange regulations, or incomplete documentation shall not be the responsibility of the institution.

10. Important Conditions

- ✚ No interest shall be payable on refunded amounts.
- ✚ Any scholarship, fee concession, or financial aid already disbursed shall be adjusted before processing the refund.
- ✚ Students expelled due to disciplinary reasons shall not be entitled to any refund.
- ✚ Any dispute arising from refund matters shall be subject to the jurisdiction of the courts at Thanjavur, Tamil Nadu, India.

11. Approval Authority

All refund requests shall be reviewed and approved by:

- ✚ International Students Admission Committee
- ✚ Principal
- ✚ Management of Bon Secours College for Women (Autonomous), Thanjavur



