

# Refund Policy

## 1. Introduction

This Refund Policy outlines the terms and conditions under which refunds are processed for payments made to JSMIES through <https://www.jsmies.in/> (the “Website”). By making a payment on our website, you agree to this Refund Policy.

## 2. Applicability

This policy applies to payments made towards:

Admission fees

Tuition fees

Examination fees

Hostel fees

Transport fees

Any other institutional charges paid online

## 3. Eligibility for Refund

Refunds may be considered under the following circumstances:

Duplicate Payment – If a user makes multiple payments for the same fee due to technical error.

Excess Payment – If an amount greater than the prescribed fee is paid.

Cancelled Admission – Refunds will be processed as per institutional rules and applicable regulatory guidelines.

Technical Failure – If payment is debited but the transaction fails and is not automatically reversed by the bank/payment gateway.

All refund requests are subject to verification and approval by the institution.

## 4. Non-Refundable Charges

The following charges are generally non-refundable unless otherwise decided by the management:

Application/Registration fees

Processing charges

Administrative fees

Examination fees once processed

Any fee paid for services already rendered

## **5. Refund Request Procedure**

To request a refund, the applicant/student must:

Submit a written request via email to [Insert Official Email ID]

Provide transaction details (Transaction ID, Date, Amount)

Attach payment proof (receipt/screenshot)

Mention reason for refund

Incomplete requests may not be processed.

## **6. Refund Processing Time**

Approved refunds will be processed within 15–30 working days from the date of approval.

The refund will be credited to the original mode of payment (bank account/card/UPI).

Processing time may vary depending on bank/payment gateway timelines.

The institution is not responsible for delays caused by banks or payment gateways.

## **7. Mode of Refund**

Refunds will be issued only through:

Original payment method

Bank transfer to the account from which payment was made

Cash refunds will not be provided.

## **8. Cancellation Policy**

If admission or services are cancelled:

Refund eligibility will depend on the stage of the academic process.

Once classes commence, partial or no refund may be applicable as per institutional guidelines.

## **9. Amendments to Policy**

JSMIES reserves the right to modify this Refund Policy at any time without prior notice. Updated versions will be posted on the website.

## **10. Contact Information**

For refund-related queries, please contact:

 Email: [rev\\_kvkras@yahoo.co.in](mailto:rev_kvkras@yahoo.co.in)

 Phone: 9010455590

 Address: Plot No.102, High Court Colony, Vanasthalipuram, Hyderabad – 500 070, Telangana, India