



FEE REFUND POLICY FOR Jaffery Institute of Professional Studies (JIPS) **COURSES**

1. **Fees paid is not refundable**, except under the following circumstances:

- i. If a student has not attended a class and not used any of the Institute's resources. In this case, the student or an authorized person must inform the management in writing of their intention to withdraw from the course before they begin.
- ii. If a student books a Computer Based Examination (CBE) and doesn't sit the examination, they can request for a refund. If the CBE fee increases, the student will be required to top up the difference to re-book the exam.

2. **Caution fees:** Caution fees is currently paid by students taking ACCA and ABE. Being a short course, ICDL tuition fees does not include caution fees. This can only be claimed after duly clearing with the college and returning all JIPS property including student ID.

3. **Attending a single class** is considered taking services for the fees paid, and thus if a student drops out after attending one or more classes, they cannot get a refund or a credit for use in the next semester.

4. **Expulsion/Suspension:** No refund/credit of fees shall be made to a student who has been expelled or suspended due to misconduct.

5. Any excess amount arising from an overpayment, or any eligible refund is refundable to the sponsor upon request and approval from the school. Due procedure on refund is to be followed.

6. Fees paid is not transferrable to another student without a written and signed consent of the sponsor and the student who paid in excess.



Note: *The required documents for a refund are: JIPS student ID, a copy of National ID of the student and sponsor, a receipt showing the payment of the caution fees / excess amount and a letter requesting and explaining the reason for the refund.*

Refunds take at least a month to process.