



Fees Refund Policy

Our institution upholds a transparent, student-friendly, and efficient approach in processing fee refunds. The following policy outlines the conditions and procedures for refunds:

1. Withdrawal Before Commencement of Classes (First-Year Students Only)

First-year students who choose to withdraw before the official commencement of classes to join another institution are eligible for a partial refund, as outlined below:

Only the admission fee will be retained by the institution.

All other fees—tuition, library, laboratory, sports, transport, and miscellaneous charges—will be fully refunded.

Refunds will be issued through a cheque in the name of the student or their parent/guardian.

2. Withdrawal After Commencement of Classes

Students who discontinue their studies after the college has commenced and have attended classes will be eligible for a prorated refund based on the number of working days attended:

The semester is considered to comprise 90 working days.

The fee amount corresponding to the days attended will be deducted proportionately, and the balance will be refunded.

Refunds will be processed via cheque.

3. Non-Refundable Condition

Students who have completed full attendance for a semester (i.e., all 90 working days) are not eligible for any fee refund for that semester.

4. Refund Request and Same-Day Settlement

Students must submit a written request letter along with the original fee receipt to initiate the refund process.

The institution processes the refund on the same day of receiving the request.

Refunds are settled immediately by issuing a cheque without any delay.



St. Joseph's College of Arts and Science for Women

(Affiliated to Periyar University, Salem)

An ISO 9001:2015 Certified Institution

Recognised U/s 2(f) and 12(B) of the UGC Act

Mookandapalli, SIPCOT, Hosur - 635 126

5. Special Considerations

In exceptional cases such as medical emergencies or other unforeseen situations, partial or full refunds may be considered on compassionate grounds, subject to the approval of the management.

We strive to ensure that all fee refunds are handled with promptness, fairness, and empathy, reflecting our commitment to student welfare.