

**REVISED FEES REFUND POLICY  
(EFFECTIVE FROM 01/02/23)**

**FOR BASIC, MODULAR, REFRESHER & SIMULATOR  
COURSES & FOR TANKER (ADVANCE & BASIC) COURSES**

<b>PROCESS FOR ADMISSION AND WITHDRWAL</b>	<b>POLICY FOR FEES REFUND</b>
1) COURSE SHOULD BE BOOKED THROUGH OUR WEBSITE OR MOB. APP	IF THE BOOKING AMOUNT IS LESS THAN 50% NO AMOUNT WILL BE REFUNDED OR ADJUSTED.  FULL FEES WILL BE ADJUSTED FOR NEXT BATCH  50% WILL BE DEDUCTED ON COURSE FEES  NO FEES WILL BE REFUNDED  FULL FEES WILL BE REFUNDED/ADJUSTED
2) BOOKING AMOUNT SHOULD BE 50% OF THE COURSE FEES	
3) AFTER BOOKING OF COURSE IF CHANGES ARE REQUESTED FOR ANOTHER BATCH PRIOR 3 WORKING DAYS TO THE BATCH COMMENCEMENT DATE	
4) ONCE COURSE IS BOOKED AND CANCELLATION REQUESTED PRIOR 3 WORKING DAYS TO THE BATCH COMMENCEMENT DATE	
5) IN CASE OF CANCELLATION OF COURSE BEFORE 2 DAY OR SAME DATE OF START DATE	
6) FOR WAIT LISTED CANDIDATES	

**FOR COMPETENCY COURSES**

<b>PROCESS FOR ADMISSION AND WITHDRWAL</b>	<b>POLICY FOR FEES REFUND</b>
1) COURSE SHOULD BE BOOKED THROUGH OUR WEBSITE OR MOB. APP	IF THE BOOKING AMOUNT IS LESS THAN 50% NO AMOUNT WILL BE REFUNDED OR ADJUSTED  FULL FEES WILL BE REFUNDED/ADJUSTED FOR NEXTBATCH  FULL FEES WILL BE ADJUSTED FOR NEXT BATCH OR 75% OF COURSE FEES WILL BE DEDUCTED.  NO REFUND, 50% OF BOOKING AMOUNT CAN BE ADJUSTED FOR OTHER BATCH.  50% OF BOOKING AMOUNT WILL BE ADJUSTED  10% COURSE FEES WILL BE ADJUSTED  5% COURSE FEES WILL BE ADJUSTED
2) BOOKING AMOUNT SHOULD BE 50% OF THE COURSE FEES	
3) AFTER BOOKING OF COURSE IF CHANGES ARE REQUESTED <b>7 DAYS</b> BEFORE COURSE START DATE	
4) AFTER BOOKING OF COURSE IF CHANGES ARE REQUESTED <b>6 DAYS</b> BEFORE OF START DATE	
5) AFTER BOOKING OF COURSE IF CANCELLATION IS REQUESTED AFTER START DATE	
6) IF CANDIDATE WITHDRAW WITHIN 15 DAYS OF THE COURSE AND TAKE RE ADMISSION IN OTHER BATCH	
7) IF CANDIDATE WITHDRAW IN SECOND MONTH AND TAKE RE ADMISSION IN OTHER BATCH	
8) IF CANDIDATE WITHDRAW IN LAST MONTH OF THE COURSE AND TAKE RE ADMISSION IN OTHER BATCH.	