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# Refund Policy

We always strive to give our best to the students yet, at times, there are circumstances when some unforeseen situation arises and we have to let go of our bright students. Hence, we have developed a fair practice so as to keep the rules which are the same for everyone who joins our institute. The following set of rules are made considering the course, type of enrollment and sessions. We are a GST registered firm and any fees paid to us is inclusive of GST. Kindly follow the following set of 4 simple rules before asking for a refund.

- I. Any admission is non-transferable or non-adjustable.
- II. No refund after 45 days of enrollment.
- III. For cancellation of admission/refund following steps will be considered.
  - A. Classroom coaching program:
    - Step 1. The student has to send an email on [info@cplceducation.in](mailto:info@cplceducation.in) for cancellation of admission and refund (if any).
    - Step 2. The mentor or center manager will call the student to understand the situation and will approve for further process.
    - Step 3. The student will have to pay a fixed amount for books, bags, pen & app access.
    - Step 4. Out of the remaining amount a sum (as per the course) will be deducted as per the number of lectures attended by the student.
      1. MBA entrance coaching: An amount of Rs.500/- per lecture will be deducted.
      2. UG coaching: An amount of Rs.700/- per lecture will be deducted.
    - Step 5. After making the above deductions the remaining amount will be paid back to the student via online payment mode.
  - B. No refunds for correspondence course or Mock test series or any other classroom program.
- IV. Any other thing which is not mentioned above will be executed as per the discretion of CPLC management.

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Director,  
CPLC - Career Planning and Learning Center