

Fee Refund Policy

1. Purpose

The purpose of this policy is to establish clear guidelines regarding the refund of fees paid by students enrolled in courses offered by the Institute of Corporate & Taxation (ICT). The policy aims to ensure transparency, consistency, and fairness in handling refund requests. It also helps students understand the financial terms associated with their enrollment before they make a payment.

By clearly outlining the conditions under which refunds may or may not be granted, the institute seeks to avoid misunderstandings and ensure that both the institute and the students are aware of their responsibilities.

2. Scope

This policy applies to all students who enroll in any course, program, or training offered by the Institute of Corporate & Taxation (ICT) and have paid the required course fee.

The policy covers all forms of payment made to secure admission or confirm enrollment in a course. All students are expected to review and understand the refund policy before completing their registration and payment.

3. General Refund Policy

As a general rule, **all course fees paid to the institute are non-refundable**. Once a student has completed the enrollment process and the payment has been received and recorded by the institute, the fee cannot be refunded.

This rule applies regardless of the reason for withdrawal, including but not limited to:

- Change of personal circumstances
- Scheduling conflicts
- Lack of attendance
- Personal or professional commitments
- Voluntary withdrawal from the course

Students are strongly advised to carefully review the course details, schedule, and commitments before confirming their enrollment and making payment.

4. Exception to the Refund Policy

Although course fees are generally non-refundable, a refund may be considered in a specific situation where the institute is unable to commence the course within the expected timeframe.



+92 330 8880212



Info@ict.net.pk
www.ict.net.pk



Plot No 63, Sector I-10/3 North
Service Road, Islamabad



A refund may be granted **only if the course has not started within one month of the scheduled start date**. In such cases, the student may request a refund of the fee paid.

This exception applies only when the delay in starting the course is due to institutional reasons and not due to the student's personal circumstances.

If the course is successfully started within the one-month period, the refund policy will remain unchanged and the payment will continue to be non-refundable.

5. Refund Request Procedure

If the course does not commence within the specified one-month period, the student may submit a formal request for a refund.

The refund request must be submitted in writing and should include the following information:

- Student's full name
- Course or program name
- Date of payment
- Proof or receipt of payment
- Contact details of the student

Once the request is received, the management team will review the case to verify whether the conditions for a refund have been met.

6. Processing of Refunds

If the refund request meets the conditions stated in this policy, the institute will initiate the refund process. The refund will normally be processed through the same payment method that was used for the original transaction, unless otherwise agreed by the management.

The processing time for refunds may vary depending on administrative verification and financial procedures.

7. Final Authority

All refund requests are subject to review and approval by the management of the Institute of Corporate & Taxation (ICT). The management reserves the right to verify the details of the request and ensure that it complies with the terms and conditions outlined in this policy.



+92 51 200 0150
+92 330 888 0211



INFO@ICT.NET.PK
WWW.ICT.NET.PK



HEAD OFFICE :
PLOT NO 63, SERVICE ROAD
NORTH, I-10/3, ISLAMABAD