

Program Fees Policy

Effective Date: - 17th November 2025

Version: - 1.0

Objective: -

To set out fair, transparent guidelines for fee payment, refunds, and administrative practices, ensuring clarity and mutual respect between the institute and trainees.

Scope: -

This policy applies to all fresh skilling applicants and shall comprehensively govern the processes related to assessment fees, registration, instalment payments, refunds, default actions, and associated procedures. It is designed to ensure transparency, accountability, and consistency in the administration of these financial and procedural aspects.

Guiding Principles

- Openness and clarity in financial obligations
- Flexibility in bona fide cases
- Encouragement of punctual payments
- Consistency in enforcement
- Right of the institute to revise terms (with notice)

Registration & Admission Confirmation

- A registration fee will be charged to all candidates desirous of registering for the Tata IIS admission test. The registration fee shall be exclusive from the program fees and must be paid prior to the assessment, as follows: -
 - **For male candidate**
 - a) 10th/12th/ITI – Rs. 249/-
 - b) Degree/ Diploma – Rs. 499/-
 - c) ST/SC/OBC – Rs.99/-
 - **For female Candidate: - Rs. 99/-**
- Validity period of admission assessment: - 12 months
- The assessment fee is non-refundable, regardless of the outcome.
- The institute will issue the offer of admission contingent upon the successful outcome of the assessment.
- Trainee holding a valid assessment certificate (valid for 12 months) shall apply for future batches; admission will be confirmed subject to seat availability.
- The admission confirmation fee shall be non-refundable and non-extendable, and it will be credited toward the total course fee upon admission.

Stages of Payment

➤ **For 3-month programme**

Stage	Timeline	Amount
Admission Confirmation Fee	Within 7 days from the date of offer of admission	20% of Program Fee
First Instalment	Before beginning of the 2nd month	40% of Program Fee
Second Instalment	Before beginning of the 3rd month	40% of Program Fee

➤ **For 6 months Program**

Stage	Timeline	Amount
Admission Confirmation fee	Within 7 days from the date of offer of admission	20% of Program Fee
First Instalment	Before beginning of the 2nd month	30% of Program Fee
Second Instalment	Before the beginning of the 3 rd month	30% of Program Fee
Third Instalment	Before the beginning of the 5 th month	20% of Program Fee

➤ **For 12 months Program**

Stage	Timeline	Amount
Admission Confirmation fee	Within 7 days from the date of offer of admission	20% of Program Fee
First Instalment	15 days before the program commencement date	30% of Program Fee +20% of Accommodation Fee
Second Instalment	Before the beginning of the 4 th month	20% of Program Fee +30% of Accommodation Fee
Third Instalment	Before the beginning of the 7 th month	20% of Program Fee+20% of Accommodation Fee
Fourth Instalment	Before the beginning of the 10 th month	10% of Program Fee +30% of Accommodation Fee

Assessment Fee:

An assessment fee of 499/- will be charged for assessment of skills and issuance of certificate. For candidates having enrolled in course at Tata IIS, the assessment fee is included in the program fee.

Payment Communication & Reminders

All payment deadlines will be notified in advance through official channels (email, noticeboard, etc.), while reminders may be issued as a courtesy, trainees are responsible for ensuring timely payments.

Grace Period

- If the instalment amount **remains unsettled as per the aforementioned schedule**, maximum grace period of 7 days will be granted for the payment.
- If payment is still not made after this grace period, the institute will temporarily suspend access to classes and learning resources until the dues are cleared with applicable late fees.
- Prior to suspension, the trainee will receive communication regarding the status and steps to reinstate access.

Access to Classes & Learning Resources

Access to classes & course materials, and associated benefits will be enabled only upon timely payment of dues.

Refunds & Cancellation

- Except in the event of program cancellation by the institute, all amounts paid towards (assessment, admission confirmation, Instalment) are **non-refundable**.
- The institute reserves the right to cancel admission and retain fees if a trainee is found ineligible, misrepresents information, or engages in misconduct; in such cases, no refund will be issued.

Scholarship/Financial Aid

- Any financial aid, scholarship, waiver, or discount must be requested in predefined formats by the trainee **before registration** (i.e. before payment of the registration fee). All necessary documents should be submitted for eligibility evaluation by the institute. The institute shall reserve the final right to evaluate and grant any scholarships or financial aids as it deems fit.
- Trainees must not assume that any scholarship or waiver will be granted unless they receive an official confirmation specifying the amount, terms, and timeline. The institute will not hold seats or defer payment deadlines based on an unconfirmed or pending scholarship request.

Mode of Payment

- Payments must be made online only.

Rights & Policy Amendments

- The institute reserves the right to interpret, amend, or rescind any part of this policy or course.
- Updated policy versions will be published and communicated to trainees and prospective candidates.

Dispute Resolution

- Tata IIS is committed to ensuring a fair and transparent process for addressing fee-related concerns. Students are advised to reach out to the administrative office to discuss any concerns and provide supporting documentation.