

# Refund and Cancellation Policy

Mayoor School, Ajmer provides an online fee payment facility for the convenience of parents and guardians.

## 1. Fee Payment Confirmation

- Once the fee is paid online, a confirmation receipt will be generated automatically.
- Parents are advised to keep a copy of the receipt for future reference.

## 2. Cancellation of Payment

- Online fee payments cannot be cancelled once the transaction is successfully completed.
- In case of duplicate payment, the excess amount may be considered for adjustment or refund after verification.

## 3. Refund Policy

- School fees once paid are generally non-refundable.
- Refunds (if applicable) will be processed only under the following circumstances:
  - i. Duplicate or excess payment made due to a technical error.
  - ii. Payment debited from the bank account but not credited to the school account.
  - iii. All refund requests must be submitted in writing to the school office along with proof of payment.

## 4. Refund Processing Time

- Approved refunds will be processed within 7–14 working days.
- The refunded amount will be credited to the original mode of payment or as decided by the school management.

## 5. School's Right

- The school reserves the right to approve or deny refund requests after verification and internal review.