

Fee Refund/Transfer Policy

Diploma in Healthcare Ethics and Professionalism [DHEP]

Shalamar Medical and Dental College

This policy outlines the terms and conditions governing fee refund for the Diploma in Healthcare Ethics and Professionalism (DHEP) program at Shalamar Medical and Dental College:

1. Refund before Commencement of Classes:

- 1.1 Students who withdraw from the program before the commencement of classes, the Admission fee will non-refundable.
- 1.2 Refund requests will only be accepted via email or written application and must be received by the DHEP Chair before the commencement of classes.

2. Refund after Commencement of Classes:

2.1 Admission fee is non-refundable after the commencement of classes.

2.2 DHEP Chairs may decide to stop student participation in course for the current academic year in the following cases:

- a. If a student's participation is below the mandatory requirement of 75%.
- b. Student failing to attend mandatory contact session(s).
- c. Students demonstrating low course engagement.

2.3 In case the student finds it necessary to withdraw from the program before the commencement of classes, he/she must inform the concerned office in writing.

2.4 Upon approval, the following refund policy will apply:

Fee Component	Deadline	Amount of fee refund
Admission Fee		Non-refundable
Tuition Fee	Before the commencement of classes	100%
	During 1 st Semester (From-to)	33% percent of the total tuition fee will be deducted
	During 2 nd Semester (From-to)	66% percent of the total tuition fee will be deducted
	During 3 rd Semester (From-to)	No refund should be permissible

2.5 Students may request the remaining fee to be transferred to the next academic year. The student may be required to pay the balance if the course fee increases for the next academic year.

2.6 The scholarships/fee waivers are exempt from such offers.

2.7 The decision of Principal SMDC shall be finalized in all such cases.

Note: *This policy is subject to the rules and regulations outlined in the DHEP policy of Shalamar Medical and Dental College, approved by the competent authority. Students are advised to thoroughly review and understand this policy before enrolling in the Diploma program.*