

## **Payment & Refund Policy:**

By enrolling in a training course with us, you:

1. Affirm that you have actually read through as well as understood the course fees related to your training and also consent to pay your requisite fees.
2. It is the company policy to accept payment in advance for the training workshops. However in special cases the company allows deferment of payment, but only with approval of the Head of Learning Partner.
3. Payments can be made via Credit Card/Debit Card/NEFT /Payment Gateway/Cash/Cheque/UPI.
4. If you fail to pay any part of the Course fee by the due date, we reserve the right to:
  - a) Restrict access to our institute/ classrooms/ online learning environment
  - b) Withhold marking of assessments and issuance of qualifications or statements of attainment for partial completion;
  - c) Notify relevant credit agencies of your default.
5. If you are paying your Course fee in installments:
  - a) The total number of Installments in which you can pay your Course Fees is 3.
  - b) You would be shared in the Confirmation Mail regarding the dates on which you need to clear the Instalments.
  - c) If you fail to clear the installment within the due time, you would be fined for the same as per the policies of Nviroon depending upon the severity of the delay which remains at the sole discretion of the Head of the Learning Partner.
  - d) After you clear your dues, an acknowledgement of the same is shared through mail by the respective Course Coordinators.
  - e) Failure to clear the 2nd Installment even after several reminders are served would imply the cancellation of your registration and withdrawal of each and every type of access that has been provided to you at the time of admission.
6. Course fee shall include:
  - a) 65 hours of classroom training
  - b) Study books
  - c) Exam registration fee

You acknowledge that the Course Fee doesn't include:

Travel or other personal costs (accommodation etc.) associated with undertaking workplace assessments.

### **Refund & Cancellation Policy**

For applying for a refund the following procedure needs to be followed:-

1. When an applicant accepts the course offered by NVIRON Consulting Pvt. Ltd. and pays the fees, it means a binding contract is created between the learner and NVIRON Consulting Pvt. Ltd.

For processing a refund:

2. 1. Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a course of study must be mailed to the Admin of Nviron Consulting Pvt. Ltd. on sandeep@nviron.in.
3. 2. Learners who give notice to cancel their enrollment in less than 15 days prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by NVIRON Consulting Pvt. Ltd. is required to cover the cost of staff and resources which will have already been committed based on the learner's initial intention to undertake the training.
4. 3. No Cancellation will be entertained after 15 days left with the commencement of classes.
5. 4. The refund is at the sole discretion of the Head of the Learning Partner. The refund money will be transferred back to the Learner using the same payment method through which he has registered for the course subject to the submission of the following documents:
  6. 1. All receipts towards the payment of fees
  7. 2. Refund Request Form
  8. 3. UPI ID or Bank Account Details
9. Note: Nviron will not be responsible for the change/misrepresentation of account information, as received and confirmed by you.
10. Any dispute with regard to registration, eligibility, fees, refund, etc., shall be within the legal jurisdiction of Odisha only.
11. NOTE:
  1. The first day of the class would be considered as the Date of commencement of classes for the purpose of applying for refund.
  2. The above policy will be applied irrespective of whether the student has attended any class or not.
13. If NVIRON Consulting Pvt. Ltd. cancels a course, then a full refund of the Course Fees would be provided to the learner.

Nviron Consulting Pvt. Ltd.  
  
Authorised Signatory