

We thank you for booking your course at SHAPE, Panchkula. We assure you of every possible effort at our end in making your training experience pleasant as well as valuable.

However, there may be some circumstances wherein you may be required to reschedule / cancel your booking. To be transparent to our esteemed students, we request your valuable attention on our rescheduling / cancelling as well as fee refund policy.

Rescheduling / Cancellation Policy

	Re-scheduling Charges	Cancellation Charges
By the Institute - Force Majeure	NIL	NIL
By the candidate: 48 hrs or more before the course	NIL	Rs. 500/-
By the candidate: 48-24 hrs before the course	NIL	25% of course fee
By the candidate: 24- 04 hrs before the course	NIL	50% of course fee
Less than 4 hrs before Course Commencement	NIL	100% of course fee

Rescheduling Process

1. Rescheduling requests to be mailed to course coordinator.
2. In the absence of contact details of the course coordinator, rescheduling requests may please be mailed to:
 - a) aripanchkula@ariworld.com and
 - b) rbagri@ariworld.com
3. Re-scheduling is subject to seat availability and rescheduling confirmation mail received from the institute. In case of non-receipt of confirmation, candidates are requested to send reminder mail to that effect.

Cancellation and Refund Process

In case you wish to cancel any course booking and claim applicable refund, please make your request by filling in the online Microsoft Form which may be accessed by clicking:

<https://forms.office.com/Pages/ResponsePage.aspx?id=oAc1yXH5ki3ytIcNITXLFcuIKA-G-9hOlG0P6JEC1h9UNjJVSk5TT1NOSUs2TThEUIYxR1NUQVQzMy4u>

KINDLY DO NOT PROVIDE NRE ACCOUNT DETAILS AS FUND TRANSFER TO NRE ACCOUNTS FROM RESIDENT ACCOUNT IS NOT PERMITTED BY BANKS.

Please allow us 3-4 weeks to process your refund from the date of making online request by filling in the above online form.

IN CASE OF ANY INCONVENIENCE / GRIEVANCE, PLEASE E-MAIL TO
vbsharma@ariworld.com