



अभ्यासेन दक्षः

# इग्रुआ शुल्क वापसी नीति

## **IGRUA FEE REFUND POLICY**

इग्रुआ में नामांकित CPL कैडेट्स, AME स्कूल तथा B.Sc. (एविएशन) के छात्र-छात्राओं के लिए  
**FOR CPL CADETS, AME SCHOOL AND B.SC. (AVIATION/AME)**  
**STUDENTS ENROLLED AT IGRUA**

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FOR QUERIES OR CLARIFICATIONS  
Accounts Officer, Indira Gandhi Rashtriya Uran Akademi (IGRUA)  
Fursatganj Airfield, Amethi, Uttar Pradesh – 229302, Email: [ao-accounts@igrua.gov.in](mailto:ao-accounts@igrua.gov.in)  
Website: [www.igrua.gov.in](http://www.igrua.gov.in)

# शुल्क वापसी नीति

## **FEE REFUND POLICY**

### **इगुआ में नामांकित CPL कैडेट्स, AME स्कूल तथा B.Sc. (एविएशन/AME) के छात्र-छात्राओं के लिए** **CPL CADETS, AME TRAINEES AND B.SC. (AVIATION/AME) STUDENTS** **ENROLLED AT IGRUA**

#### **Introduction**

1. This Fee Refund Policy of Indira Gandhi Rashtriya Uran Akademi lays down the terms and conditions under which fee paid by or on behalf of a student/trainee may be refunded. It covers all categories of trainees enrolled at IGRUA, viz., Ab-initio to CPL (Flying Training), AME School (Aircraft Maintenance Engineering), and B.Sc. (Aviation). This policy is **to be read in conjunction with the IGRUA Termination Policy for Trainees**. In all cases of termination, compulsory or voluntary, fee refund admissibility shall be determined jointly by this policy and the relevant provisions of the Termination Policy.

#### **Scope and Applicability**

2. This policy applies to:

- CPL Cadets
- B.Sc. (Aviation/AME) students enrolled concurrently with CPL/AME training
- AME (Aircraft Maintenance Engineering) students

3. This policy applies at all stages of training, from date of admission until completion or exit. It also applies equally to self-sponsored and institutionally sponsored trainees, subject to applicable bond/sponsorship terms.

#### **Amounts Not Refundable Under Any Circumstances**

4. The following are NOT REFUNDABLE under any circumstance, regardless of reason or stage of withdrawal/termination:

(a)	<b>Registration Fee</b>	Rs. 15,000/- (CPL). Rs. 2,000/- (AME) and as notified for B.Sc.
(b)	<b>Admission Fee / Commitment Money</b>	<b>Non-refundable.</b> However, the Commitment Money is adjustable against the Training Fee, provided the cadet has joined the training programme and has deposited at least the first instalment.
(c)	<b>Cost of consumables, uniform, training materials, and equipment issued but not returned</b>	Recoverable at current replacement cost

## CPL Training

5. Total Training Fee for the CPL course is Rs. 55.00 Lakhs, payable in four equal quarterly instalments of Rs. 13,75,000/- each. In addition, certain other amounts are payable on joining. The following refund norms apply:

(a) **Voluntary Withdrawal — Before Commencement of Ground Classes.** If a selected candidate withdraws before reporting to the Akademi or before ground classes commence:

	Item	Refund Admissibility
(i)	<b>Commitment Money / Admission Fee</b>	NIL (Non-refundable). However, the Commitment Money is adjustable against the Training Fee, provided the cadet has joined the training programme and has deposited at least the first instalment.
(ii)	<b>Training Fee paid (1<sup>st</sup> Instalment)</b>	In case of voluntary withdrawal before commencement of ground classes, a penalty of Rs. 6 lakh shall be applicable. The Training Fee (1 <sup>st</sup> Instalment) shall be refundable after deducting Commitment Money already adjusted and the said penalty of Rs. 6 lakh.
(iii)	<b>Security Deposit</b>	Refundable in full, after settlement of dues
(iv)	<b>Uniform &amp; Training Material Deposit</b>	Refundable to the extent of items not issued/ consumed
(v)	<b>Boarding/Lodging Advance</b>	Refundable after deducting actual charges incurred

(b) **Voluntary Withdrawal — During or After Ground Classes but Before Commencement of Flying.** Applicable charges for the CPL course as per the joining instructions are as follows.

- (i) Ground Classes/Simulator charges: Rs. 4.00 Lakhs
- (ii) Flying Charges: NIL
- (iii) Penal Charges: Rs. 6.00 Lakhs

**Refund of Training Fee paid** (if any balance remains after deducting the following charges and outstanding dues) shall be processed **within 60 days of submission of the No-Dues Certificate.**

(c) **Voluntary Withdrawal — After Commencement of Flying Training.** Applicable charges for the CPL course are as follows.

- (i) Ground Classes/Simulator charges: Rs. 4.00 Lakhs
- (ii) Flying Charges: Rs. 32,000/- per hour of flying actually undergone

(iii) Penal Charges: Rs. 6.00 Lakhs

**Refund of Training Fee paid** (if balance remains after deducting the above charges and outstanding dues) shall be processed within 60 days of submission of the No-Dues Certificate.

(d) **Late Payment of Fee — Cessation of Flying**. Following procedure shall be adapted:

- (i) Flying training would commence only after the 2<sup>nd</sup> instalment is paid.
- (ii) A maximum of 75 hours of flying is permitted on deposit of two instalments.
- (iii) A maximum of 150 hours of flying is permitted on deposit of three instalments.
- (iv) Multi-engine training (15 hrs) is permitted only on clearing all dues.

**Note:** No refund of fee is due in such cases unless the student withdraws or is terminated, in which case the applicable provisions of this policy and the Termination Policy shall apply.

(e) **Compulsory Termination — Disciplinary / Misconduct Grounds**. Fee refund in cases of compulsory termination initiated by IGRUA shall be governed by **Para 6 (Financial Implications of Termination)** of the Termination Policy for Trainees, specifically as follows:

Category of Termination Ground	Refund Admissibility
<b>Category A Offence — Zero Tolerance</b> (Ragging, Narcotics, Forgery, etc.)	NIL refund. Full recovery shall be effected. Refer <b>Para 6.1.1(a) of Termination Policy</b> .
<b>Categories B, C, D, F</b> (Safety violations, academic failure, disciplinary, administrative)	Proportionate unused training fee to be calculated and refunded after deducting all actual costs, hostel/mess charges, equipment, and administrative charges (max 10% of total fee). Refund processed within 60 days of No-Dues Certificate. Refer <b>Para 6.1.1(b) of Termination Policy</b> .
<b>Category E</b> Medical Grounds	Refund of proportionate unutilised training fee after deduction of actual costs incurred, provided the medical unfitness is not due to concealment, substance abuse, or self-inflicted injury. Refer <b>Para 6.8 of Termination Policy</b> .

**Note:** The general principle is that IGRUA shall not unjustly enrich itself on account of termination. In all non-Category A terminations, the proportionate unutilised training fee shall be returned after deducting legitimate charges. Refer **Para 6.1.2 of the Termination Policy**.

(f) **Non-Payment of Fee — Termination.** Where training is terminated due to continued default in fee payment, the provisions of **Para 9.3 of the Termination Policy** shall apply. Outstanding fees and interest (8% per annum simple rate from due date) shall be recovered in full. No refund is admissible until all dues are cleared.

(g) **Prolonged Absence.** If a student remains absent without valid reason for more than one year, training shall be terminated and fee paid shall be forfeited. Also refer **Para 4.28 of the Termination Policy**. The option to resume training on payment of differential fee at prevailing rates may be considered at the Director's discretion.

### **Aircraft Maintenance Engineering (AME) School**

6. **Fee Structure.** AME students and B.Sc. (AME) students shall be treated as a single, unified group for the purposes of this policy. The B.Sc. (AME) programme is an integral part of the AME course and not an optional add-on. Therefore, any student enrolled in the AME programme at IGRUA shall automatically be considered as enrolled in both the AME and the B.Sc. (AME) components, and the fee refund provisions applicable to AME trainees shall apply to the combined programme accordingly. The fee structure is as follows.

(a)	Registration Fee	₹ 2,000/- (Non-refundable)
(b)	Admission Fee	₹ 50,000/- (Non-refundable but adjustable against 1 <sup>st</sup> year Tuition Fee)
(c)	Tuition Fee — Year I	₹ 1,60,000/-
(d)	Tuition Fee — Year II	₹ 1,50,000/-
(e)	Tuition Fee — Year III (incl. Rs. 15,000/- Project Work Fee)	₹1,40,000/-
(f)	Books / Uniform (extra)	As per actuals

### 7. **Fee Refund Provisions**

(a) **Voluntary Withdrawal — Before Commencement of Classes.** If a selected AME student withdraws before reporting or before classes commence:

- (i) Registration Fee: NIL refund
- (ii) Admission Fee: NIL refund (non-refundable)
- (iii) Tuition Fee (if paid): Refundable after deducting administrative charges of Rs. 1,000/- per application
- (iv) Boarding/Lodging charges (if incurred): Recovered at actuals; balance refunded

(b) **Voluntary Withdrawal – During 1<sup>st</sup> Year.** Once the academic session has commenced, **no tuition fee shall be refunded**, irrespective of the stage of withdrawal during the year. The seat allocated to the student is blocked for the entire academic year and the associated revenue is lost to the institution upon commencement of the session. The following charges shall however be settled before issuance of No-Dues Certificate:

(i) Admission Fee: Non-refundable (adjustable against 1st Year Tuition Fee already paid)

(ii) Actual hostel and mess charges for the period of stay: Recovered at actuals; any excess advance refunded

(iii) Cost of uniform/training material issued but not returned: Recovered at current replacement cost

(iv) Administrative processing charge: ₹ 5,000/-

**Note:** Any amount paid by the student towards tuition fee for the 1st Year shall stand forfeited upon voluntary withdrawal after commencement of the academic session. Only the charges listed at (ii) to (iv) above shall be subject to settlement/refund as applicable.

(c) **Voluntary Withdrawal — During 2<sup>nd</sup> or 3<sup>rd</sup> Year.** Once the academic session for the respective year has commenced, **no tuition fee shall be refunded** for that year, irrespective of the stage of withdrawal. The following charges shall be settled before issuance of No-Dues Certificate:

(i) Actual hostel and mess charges for the period of stay: Recovered at actuals; any excess advance refunded

(ii) Cost of uniform/training material issued but not returned: Recovered at current replacement cost

(iii) Administrative processing charge: ₹ 5,000/-

(iv) **Project Work Fee (3rd Year): Non-refundable** once the project is assigned.

**Note:** Tuition fee paid for the year in which withdrawal occurs shall stand forfeited. Tuition fee, if any, paid in advance for a subsequent year not yet commenced shall be refunded in full after settlement of all dues.

(d) **Compulsory Termination of AME Students.** AME students are covered under the Termination Policy for Trainees (Para 1.3 and 1.4 of the Termination Policy). Fee refund in cases of compulsory termination shall be governed by **Para 6 of the Termination Policy**, applying the same category-wise principles as for CPL trainees (refer Section 5.5 of this policy above).

**Note:** Where AME training is terminated for Category A offences (zero-tolerance grounds), no refund shall be admissible. For other categories, proportionate refund of unused tuition fee shall be processed within 60 days of No-Dues Certificate.

## **B.Sc. (AVIATION)**

8. B.Sc. (Aviation) is an optional concurrent programme for CPL trainees. The degree can only be awarded to students who complete CPL training from IGRUA. Following provisions shall apply to refund of fee for B Sc Aviation programme:

(a) **Voluntary Withdrawal from B.Sc. (Aviation) Programme Only.** If a CPL trainee opts out of the B.Sc. (Aviation) programme alone (while continuing CPL training) NO PRO-RATA REFUND is applicable for B.Sc. (Aviation) Fee. This position is communicated to students at the time of admission. Administrative charges and actual costs incurred shall be deducted; no further refund of B.Sc. programme fee shall be admissible.

(b) **Withdrawal / Termination from Both CPL and B.Sc.** If a trainee exits from both the CPL and B.Sc. (Aviation) programmes simultaneously (voluntary or by compulsory termination), the refund of CPL training fee shall be **governed by respective provisions for CPL training fee and** the applicable provisions of the **Termination Policy.** B Sc Aviation programme fee will be dealt as per Para 8 (a).

**Note:** Since award of B.Sc. (Aviation) degree is contingent on completion of CPL from IGRUA, a student who fails to complete CPL training for any reason shall not be entitled to the degree, irrespective of academic credits earned.

9. **Refundable Deposits — All Programmes**

Deposit	Refund Conditions
<b>Security Deposit</b>	Refundable in full after settlement of all dues, recovery of outstanding charges, and return of Akademi property. Deductions made for any outstanding amounts.
<b>Uniform &amp; Training Material Deposit</b>	Refundable to the extent of items not issued or consumed. Actual cost of issued items deducted.
<b>Boarding/Lodging Advance</b>	Refundable after deducting actual boarding and lodging charges incurred during the period of stay. Advance is ad hoc and further demands may be raised if actual expenses exceed advance.

**Note:** Refundable deposits shall not be released until the No-Dues Certificate has been obtained by the student from all concerned departments (Accounts, Hostel, Mess, Library, CFI/CGI offices).

10. **Hostel And Mess Charges**

(a) Hostel and mess charges are levied on actual basis:

(i) Hostel (Boarding & Lodging): Approx. Rs. 15,000/- per month (subject to revision).

(ii) Mess: Charged on actual consumption. Extra items not included.

(b) These charges are not part of the Training Fee and are not subject to pro-rata refund. Amounts paid in excess of actual charges incurred shall be refunded. Shortfall shall be recovered.

(c) Damage to hostel property shall be recovered at actual repair/replacement cost. **No depreciation** allowance.

## **Process For Claiming Fee Refund**

11. All refund claims shall be processed only after the student/trainee:
  - (a) Submits a written application for refund to the Accounts Section.
  - (b) Obtains the No-Dues Certificate from all concerned departments.
  - (c) Returns all Akademi property (equipment, books, library card, identity card).
  - (d) Vacates hostel accommodation (in cases of withdrawal/termination).
12. The Accounts Section shall prepare a final bill of accounts within 15 days of submission of No-Dues Certificate and process the refund within 60 days of No-Dues Certificate.
13. Refund shall be paid by Account Payee Cheque/NEFT to the bank account of the student or, in case of sponsored candidates, to the sponsor's designated account.
14. Original documents (educational certificates, etc.) deposited at the time of admission shall be released only after clearance of all dues and submission of No-Dues Certificate.

## **Special Circumstances**

15. **Medical Grounds (CPL Trainees)**. Fee refund on medical grounds shall be governed by **Para 6.8 of the Termination Policy**. Where permanent medical unfitness is established by a DGCA-approved Medical Board, and the condition is not attributable to concealment, substance abuse, or self-inflicted injury, proportionate unutilised training fee shall be refunded after deducting actual training costs. Compassionate consideration for re-admission may be granted if the trainee regains medical fitness subsequently, subject to Director's approval.
16. **Force Majeure**. In the event of training interruption due to force majeure (natural disaster, pandemic, government orders, etc.), the provisions of **Para 15.5 of the Termination Policy** shall apply. Training timelines shall be extended proportionately. No termination shall be initiated for delayed completion during the force majeure period. Financial terms shall be renegotiated fairly by the Director in consultation with the Governing Council.
17. **Death of Trainee**. In the unfortunate event of death of a trainee during the course of training:
  - (a) All outstanding fee demands shall be waived.
  - (b) Refundable deposits shall be returned to the legal heir/nominee.
  - (c) Settlement shall be processed within 30 days of receipt of intimation and necessary documentation.
18. **Sponsored / Government / PSU Candidates**. For trainees sponsored by Central Government, State Government, PSUs, Coast Guard, or Defence Forces, refund / recovery shall additionally be subject to the terms of the Training Bond / Sponsorship Agreement



signed at the time of admission. Bond recovery shall be governed by **Para 6.4 and 6.5 of the Termination Policy**.

### **General Provisions**

19. In case of any ambiguity or conflict between this policy and the Termination Policy, the Termination Policy shall prevail for termination-related refund matters.
20. In cases not explicitly covered by this policy, the Director's decision shall be final.
21. This policy may be revised by the Director from time to time in consultation with the Governing Council. Revisions shall be prospective unless otherwise stated.
22. This policy shall be published on the IGRUA website ([www.igrua.gov.in](http://www.igrua.gov.in)) and provided to every student at the time of admission. The Joining Instructions issued to CPL cadets, AME trainees, and B.Sc. (Aviation) students shall explicitly incorporate provisions regarding pro-rata refund applicability, non-refundable amounts, and penalty charges, so that students are aware of all financial implications at the time of admission itself. The respective Programme In-charges (CFI/CGI, Dean Academics, Training Manager AME School) shall ensure compliance with this requirement.
23. For all queries related to fee refund, students may contact **IGRUA Accounts Section**, Email: [ao-accounts@igrua.gov.in](mailto:ao-accounts@igrua.gov.in).

**Issued by:**



**Air Cmde Vipul Singh AVSM VM (Retd)**  
Director

Date: **30** April 2026