Coursework — Refund Policy & Terms and Conditions

Inner Vision Children Clinic and Center for Behaviour Analysis, Salem

Effective Date: 6/9/2026

Last Updated: 6/9/2026

1. Purpose

This Refund Policy and Terms & Conditions applies to students enrolled in the coursework programs offered by Inner Vision Children Clinic and Center for Behaviour Analysis, Salem, including ABAT, QASP-S, and QBA coursework. The policy outlines the applicable requirements relating to cancellation, withdrawal, refund requests, course participation, course materials, and transfer to future batches.

2. Refund Request Deadline

Students who wish to request a refund must submit a completed Refund Request Form by email within 10 calendar days from the date of enrollment. Refund requests submitted after this 10-day period will be considered only where circumstances warrant such consideration and at the discretion of the organization.

3. Refund Request Procedure

Refund requests must be submitted using the designated Refund Request Form through the organization's designated email address. The request should provide sufficient information for the organization to review the student's enrollment and circumstances. Submission of a refund request does not automatically guarantee approval of a refund.

4. Assessment of Refund Eligibility

Refund requests are reviewed and considered on a case-by-case basis. In determining eligibility and, where applicable, the amount of a refund, the organization may take into consideration the timing of the request, whether the coursework has commenced, the student's participation in the coursework, sessions attended, course materials and learning resources already provided or accessed, assessments or other academic services already completed or provided, and other relevant circumstances.

5. Withdrawal After Course Commencement

Students who choose to withdraw after the coursework has commenced may submit a refund request, subject to the 10-day refund request deadline and applicable terms of this policy. Such requests will be reviewed individually, taking into consideration course participation and course materials or resources already provided or accessed. Withdrawal from a course does not automatically entitle a student to a refund.

6. Effect of Course Materials and Services Provided

Where course materials, recordings, learning resources, assessments, or other course-related services have already been provided or accessed, these factors may be taken into consideration when determining refund eligibility and/or the amount of any approved refund.

7. Refund Processing

Once a refund has been approved, the refund will be processed within 10 working days from the date of approval. Where practicable, the refund will be processed through the original payment method. The time taken for the refunded amount to appear in the student's account may depend on the relevant bank, payment gateway, or financial institution.

8. Course Cancellation by the Organization

If Inner Vision Children Clinic and Center for Behaviour Analysis, Salem cancels a scheduled coursework program, enrolled students will be offered either a full refund of eligible fees paid or the option to transfer their enrollment to a future batch, subject to availability and mutual agreement.

9. Transfer to a Future Batch

A student who is unable to continue with their current batch may request a transfer to a future batch. Requests for transfer will be considered on a case-by-case basis, taking into consideration the circumstances of the request and availability of seats in a future batch. Transfer is subject to approval by the organization.

10. Course Delivery

The coursework programs are delivered online using platforms such as Zoom and/or Google Meet, with relevant course materials shared electronically with enrolled students. Online sessions may be recorded and made available to enrolled students for educational review.

11. Attendance Requirements

Students are required to maintain the applicable minimum attendance requirement for their coursework. For the ABAT coursework, the minimum attendance requirement is 90%. Students whose attendance falls below the required level may be required to complete additional sessions or make-up classes, where available, in order to fulfill the coursework requirements.

12. Course Completion Requirements

Students must fulfill the applicable coursework requirements before course completion documentation is issued. For ABAT coursework, this includes maintaining a minimum 90% attendance, completing required coursework and assignments, and successfully completing the prescribed assessments/MCQs. Eligible students may receive a Certificate of Completion / Coursework Completion Certificate together with the applicable coursework record or transcript.

13. Course Materials and Intellectual Property

Course materials and learning resources provided by the organization are intended solely for the personal educational use of enrolled students. Without prior authorization, students may not copy, reproduce, independently record, download, distribute, commercially use, or share course materials or recordings with individuals outside the enrolled course.

14. Student Conduct and Professional Expectations

Students are expected to maintain respectful and professional conduct throughout the coursework, participate appropriately in online sessions, communicate respectfully with instructors and fellow students, follow reasonable course instructions, and comply with applicable coursework requirements.

15. Confidentiality and Privacy

Students are expected to maintain the confidentiality of information discussed during coursework, particularly client-related, case-related, or other sensitive information. Identifying or confidential information must not be disclosed, reproduced, or shared outside the appropriate educational context.

16. Course Schedule and Changes

The organization will make reasonable efforts to maintain the published course schedule. Where necessary, session dates, timings, instructors, delivery arrangements, or other course-related schedules may be changed. Students will be informed through appropriate communication channels.

17. Student Acknowledgement

By registering for a coursework program, the student acknowledges that they have reviewed and understood the applicable course fees and payment requirements, the 10-day refund request deadline, the refund and cancellation provisions, attendance and course completion requirements, confidentiality expectations, and restrictions relating to course materials and recordings.

18. Contact

For refund requests, payment-related queries, or questions regarding this policy, students may contact Inner Vision Children Clinic and Center for Behaviour Analysis, Salem through the designated email address and contact number provided during the enrollment process.

Designated Email: vinodhinikirupakaran@gmail.com

Contact Number : +91 9443621868