

Refund/Cancellation Policy

- ❖ **Fee once paid will not be refunded. Booking dates are changeable as per availability but one has to come office and do the needful.**
- ❖ **Multiple times debiting of Candidate Card/Bank Account due to technical error OR Candidate's account being debited with excess amount in a single transaction due to technical error. In such cases, excess amount excluding Payment Gateway charges would be refunded to the candidate.**
- ❖ **The Candidate will have to make an application for refund along with the transaction number and original payment receipt if any generated at the time of making payments.**
- ❖ **The application in the prescribed format should be sent to municipal office.**
- ❖ **The application will be processed manually and after verification, if the claim is found valid, the amount received in excess will be refunded by municipal authority through electronic mode or any other which over is suitable for the authority in favor of the applicant.**
- ❖ **In case of any other queries, please call Sainthia Municipality Office on 03462-265252-Office or write to sntmunicipality@gmail.com**