

## **Term & conditions**

Parents must keep in constant touch with the college authorities.

Parents must provide their cell phone and land line numbers to the college office and inform immediately if there is any change in either numbers, in writing.

Parents must pay the fees at the time of admission in the online mode or DD immediately as one-time payment.

The application process, eligibility criteria, selection process, fee structure and admission process published on the College website [www.lfdc.edu.in](http://www.lfdc.edu.in)

The College reserves the right to change/alter the selection process date/time at any given time during the process.

The College will not be held responsible for any inadvertent error that may have crept in the online application submission/publishing of results.

## **PRIVACY POLICY**

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### **1. Scope of the Policy:**

This policy is applicable to all members of LFDC which includes the students, faculty, researchers, staff, third-party contractors, and others with access to the information.

This policy applies to any information collected through visits to

[www.lfdc.edu.in](http://www.lfdc.edu.in), information gathered through the university logins by students, faculties and other staff of the university.

### **2. Information Privacy:**

#### **2.1 Personal Information**

LFDC understands the importance of confidentiality and security of personal information in this digital era. The Institution does not disclose any personal information for commercial purpose or for any other purposes which outside the scope of the normal functions. LFDC collect, use, store and disclose information are required for the academic, research and administrative functions of the Institution, complying with applicable laws and regulations, and University policies.

Personal information of individuals shall not be disclosed by the Institution and it shall be used only for the purpose for which it was collected.

## 2.2 Email, Computers and Networks

The contact details of the individuals with whom the Institution has Email correspondences shall not be disclosed or shared with any other Institution. The contents of e-mail sent to or from the Institution's servers shall be monitored only when there is a breach of security protocols. Mails routed through the servers shall be stored for a short period of time and may be disclosed only if required for investigations relating to violation of rules, regulations and policies of the Institution or investigation by a legal authority.

Individuals using a computer owned by the Institution or connected to the Institution's network, shall abide by the rules and regulations of the Institution. Sathyabama reserves the right, at all times, to monitor all hardware and software owned by it, or connected to the its network, for the purposes of preventing or investigating improper or illegal use of Institution's systems.

## 3. Security

Sathyabama takes necessary steps to protect the personal information but cannot ensure complete security as it is not possible to provide fullest safety to data which are transmitted through internet and hence, not responsible for any loss or theft of information.

## 4. Links to Other Sites

The Institution may provide links to websites outside its network and is not responsible for the content or privacy policies of any website to which it may link. If you are connected to a third-party link, which are not operated by the Institution, the Institution is not responsible for the content or privacy policies of those third-party sites. It is the responsibility of the individuals to review the privacy policies of such websites.

## 5. Information Gathered in video surveillance equipment:

The Institution has installed CCTV or Surveillance Cameras in many important places throughout the campus to ensure safety for everyone inside the campus. The purpose of using such device is only for safety and protection of persons and property and not to interfere in the academic freedom or individual civil liberties.

The recordings of the video surveillance equipment will be kept confidential and only the Correspondent, Principal, Vice-Principal and any other person authorized by the Principal shall have access to the recordings. Permission to access the recordings will be given to an outside official only in special circumstances involving investigation of an untoward incident or illegal activity.

Security camera recordings will be retained for a minimum period of 1 month and may be preserved and retained for a longer period, if required, upon authorization from the higher authorities.

**Refund Policy:**

If the students discontinue the college before completing their Programme, there shall be no entitlement to a refund of Tuition Fees. Refunds, if applicable, at the discretion of the Management, will only be made to the debit/credit card used for the original transaction. For the avoidance of doubt nothing in this Policy shall require the college to refund the Fees (or part thereof) unless such Fees (or part thereof) have previously been paid.

**Cancellation Policy:**

No Payment Cancellation is permitted. Any disputes in regards to payments/ refund of transaction(s) due to technical reasons are subject to arbitration / resolution on a case to case basis.

**Security**

All payment details which are entered through this payment gateway are encrypted when the students, or third party making payment, enters them. Communications to and from the Service Provider's site are encrypted. Institute shall not be liable for any failure by the Customer or third party making payment of Fees to properly protect data from being seen on their screen by other persons or otherwise obtained by such persons, during the online payment process or in respect of any omission to provide accurate information in the course of the online payment process.

**Service Provider**

Online Payments of Fees can be made by Credit / Debit card or Netbanking. These payments are not collected by the Institute directly but by the Service Provider.

Once payment is received by the Service Provider in cleared funds, the Service Provider will contact the Institute to confirm the details of the

successful payment made by the Customer, or third party making payment. On receipt of this confirmation the Institute will confirm to the Customer that the payment has been received and accepted by the Institute. In the event that the Customer does not receive Confirmation within 14 days of making the payment it is the responsibility of the Customer to check with the Institute that the payment has been accepted. The Customer shall remain responsible for the Tuition Fees until such time as the confirmation as referred to above is received from the Institute in relation to each of these and any outstanding amounts owed to the Institute.

### Contact Us

If you have any questions about our Returns and Refunds Policy, please contact us:

- By email: [website@lfdc.edu.in](mailto:website@lfdc.edu.in)