

POLICIES, PRIVACY POLICY & TERMS AND CONDITIONS

International College for Security Studies (ICSS)

Under the aegis of Pragmatic Educational Society

This document sets out the general fee, privacy, and usage terms applicable to courses, training sessions, learning resources, and certification-related offerings provided by the International College for Security Studies (ICSS). Course-specific terms communicated at registration may also apply.

1. COURSE FEES

- The applicable course fee will be communicated to the candidate at the time of admission or enrolment.
- Fees may vary by course, duration, certification, delivery mode, level, and included components.
- The fee confirmed by ICSS at registration will apply to that enrolment, subject to the specific terms communicated for the course.
- Applicable taxes, examination and certification fees, study-material charges, and third-party charges will be disclosed separately where relevant.

2. REGISTRATION & ADMISSION

- Admission is confirmed only after the required registration formalities and applicable payment have been completed and ICSS has issued confirmation.
- Submitting an application or registration form does not, by itself, guarantee admission.
- Registration or admission charges, where applicable, may be non-refundable; this will be communicated at the relevant stage.

3. PAYMENT OPTIONS

- Depending on the course, ICSS may offer full payment, instalment payments, online payment through authorised channels, or other approved payment methods.
- Students must follow the payment method and schedule communicated by ICSS.
- Students should retain receipts, transaction IDs, and payment-related correspondence for their records.

4. INSTALMENT PAYMENTS

- Where an instalment facility is offered, each instalment must be paid by its stated due date.
- Overdue payments may result in temporary suspension of access to classes, practical sessions, learning resources, assessments, or other course facilities until dues are cleared.
- An instalment arrangement does not reduce the total course fee unless ICSS confirms a change in writing.

5. REFUNDS & CANCELLATIONS

- Course fees are generally non-refundable after admission or enrolment is confirmed, except where ICSS approves a refund under applicable circumstances or applicable law requires otherwise.
- Registration, administrative, examination, certification, and third-party charges may be non-refundable.
- A refund request must be submitted in writing through ICSS's official contact channels and will be reviewed under the relevant course terms.

- Fees may not be refundable after classes have started, course materials have been accessed, practical/lab sessions have been attended, or course-related services have been provided.
- In special cases, a refund of up to 50% of the fee may be considered subject to management review and decision. This is not an automatic entitlement.

6. COURSE TRANSFER & BATCH CHANGE

- Requests to transfer to another course or batch may be considered at ICSS's discretion, subject to availability and applicable conditions.
- A transfer is not guaranteed until approved by ICSS.
- Any fee difference or applicable administrative charge may be payable by the student.

7. SCHOLARSHIPS, DISCOUNTS & OFFERS

- Scholarships, concessions, promotional discounts, and special offers may be available for selected courses or eligible students.
- Eligibility criteria and conditions will be communicated separately.
- Offers cannot be combined unless ICSS expressly permits it.
- A discount does not apply to examination, certification, or third-party charges unless expressly stated.

8. CERTIFICATION & EXAMINATION FEES

- Depending on the course, external examination or certification charges may be included in or excluded from the course fee.
- Any additional applicable charges will be communicated before the relevant examination or certification process.
- External certifications and examinations are subject to the rules and decisions of the relevant certification body.

9. COURSE MATERIALS & ADDITIONAL CHARGES

- Additional study materials, extra examination attempts, specialised practical sessions, workshops, or optional services may carry separate charges.
- ICSS will inform students of applicable charges before they become payable.

10. FEE REVISION

- ICSS may revise fees, payment schedules, discounts, or other charges for future admissions.
- A confirmed fee will not ordinarily be changed for an already-confirmed enrolment unless the specific programme terms provide otherwise or the student agrees to the change.

11. NON-PAYMENT

- Where fees remain unpaid, ICSS may temporarily suspend access to classes, training sessions, labs, learning-management systems, online resources, assessments, examinations, course-completion documents, or certification processes, subject to applicable law and course terms.
- Access may be restored after outstanding dues are cleared and any applicable administrative requirements are completed.

12. COURSE CANCELLATION OR RESCHEDULING BY ICSS

- In exceptional circumstances, ICSS may postpone, reschedule, modify, or cancel a course or batch.
- Where practicable, ICSS may offer an alternative batch, a rescheduling option, or another suitable resolution, taking into account the circumstances and applicable law.

13. PLACEMENT, INTERNSHIP & CAREER SUPPORT

- Placement assistance, internship opportunities, and career support are governed by the specific terms of the relevant programme.
- Payment of course fees does not guarantee employment, a particular salary, placement, or selection by an employer unless an explicit written commitment from ICSS says otherwise.
- Students remain responsible for meeting programme requirements and any selection criteria set by employers or internship providers.

14. PRIVACY POLICY

ICSS respects the privacy of students, applicants, website visitors, and other individuals who interact with its services. This section describes general practices; the final published policy should be aligned with the data actually collected and the systems used by ICSS.

- Information collected: ICSS may collect information submitted through enquiry, registration, admission, course, event, or contact forms, such as name, contact details, educational information, and course preferences. Payment-related information may be processed by authorised payment providers.
- Purpose of use: Information may be used to respond to enquiries, process applications and enrolments, deliver courses and services, manage payments, communicate schedules and updates, maintain records, provide support, and meet legal or administrative obligations.
- Sharing: Personal information may be shared with authorised staff, service providers, payment processors, certification bodies, educational or internship partners where relevant to the service, or authorities where required by law. ICSS should not disclose personal information for unrelated purposes without a valid basis.
- Security: ICSS will take reasonable organisational and technical steps appropriate to the information it handles to protect it against unauthorised access, loss, misuse, or disclosure. No online system can be guaranteed completely secure.
- Retention: Information may be retained for as long as reasonably necessary for the stated purposes, recordkeeping, dispute resolution, and legal requirements, then securely deleted or anonymised where appropriate.
- Cookies and website data: The website may use cookies or similar technologies for functionality, analytics, and performance if enabled. The website should explain the specific tools used and provide controls where required.
- Your choices and requests: Individuals may contact ICSS to request access to, correction of, or deletion of personal information, or to raise a privacy concern, subject to identity verification and applicable legal or recordkeeping requirements.
- Children and minors: Where information relates to a person under the age of majority, ICSS should handle it in accordance with applicable law and obtain parent or guardian involvement or consent where required.
- Third-party services: External websites, payment gateways, learning platforms, and certification providers may have their own privacy policies. Their practices are governed by their respective terms.
- Policy updates: ICSS may update this policy when its practices or legal requirements change. The updated version should be published with a revision date.

For privacy-related requests, contact ICSS using the official contact details listed on its website. Email: info@icssindia.in

15. TERMS & CONDITIONS

- **Acceptance:** By enrolling in an ICSS course, the student confirms that they have read and agreed to the applicable course details, fee structure, payment schedule, refund policy, and these Terms & Conditions.
- **Course Fees & Payments:** The student must pay the applicable course fee and any disclosed taxes, examination or certification fees, study-material charges, or other applicable charges according to the payment schedule communicated by ICSS. Instalments, where offered, must be paid by their due dates.
- **Outstanding Fees:** If fees remain unpaid, ICSS may temporarily suspend access to classes, labs, learning resources, assessments, course-completion documents, or certification processes until outstanding dues are cleared, subject to applicable law.
- **Additional Charges & Certification:** Any additional charges and whether external examination or certification fees are included in the course fee will be communicated where applicable. External certifications are subject to the rules of the relevant certification body.
- **Placement & Internship:** Placement assistance, internship opportunities, or career support apply only where stated for the relevant programme. Course enrolment does not guarantee employment, salary, or selection by an employer unless ICSS explicitly confirms such a guarantee in writing.
- **Course Changes:** ICSS may reschedule, modify, or cancel a course or batch in exceptional circumstances and may offer an alternative batch or another suitable resolution.
- **Responsible Use of Learning Resources:** Students must use ICSS learning resources and practical labs only for authorised educational purposes and must not test, access, or disrupt systems without permission.
- **Refunds & Cancellations:** Course fees are generally non-refundable after admission/enrolment is confirmed. In special cases, a refund of up to 50% may be considered only at management's discretion. Registration, administrative, examination, certification, and third-party charges may be non-refundable. Any refund request must be submitted in writing to ICSS and is subject to the applicable course terms.

16. DISPUTES & CLARIFICATIONS

- Fee or policy queries should be sent to ICSS through its official contact channels.
- Students should retain payment receipts, transaction details, admission confirmations, and relevant communications to help resolve queries.

17. POLICY ACCEPTANCE & UPDATES

- By enrolling in an ICSS programme, the student confirms that they have had an opportunity to read and understand the applicable fee structure, payment terms, refund conditions, privacy information, and terms and conditions.
- ICSS may amend or update this document from time to time. The latest published version will apply prospectively, subject to applicable law and any specific terms already agreed for an enrolment.

CONTACT

For fee, privacy, terms, or policy queries:

International College for Security Studies (ICSS)
Under the aegis of Pragmatic Educational Society
Email: info@icssindia.in
Website: www.icssindia.in