



Donation, Refund, and Cancellation Policy

1 Nature of Donations

Khanpur Institute of Technology (“KIT”) is a not-for-profit educational institution operating as a Corporate Social Responsibility (“CSR”) initiative. All monetary contributions made to KIT are treated as **voluntary donations** for charitable, educational, and institutional development purposes.

Donations received by KIT are deposited exclusively into its **official bank account maintained with United Bank Limited (UBL)** and are utilized strictly in furtherance of KIT’s educational mission, including but not limited to academic development, scholarships, infrastructure enhancement, research activities, student welfare, and institutional sustainability.

Donations to KIT do not confer any ownership rights, voting rights, or preferential treatment. Tax deductibility, if any, shall be governed solely by applicable laws and regulations, and KIT does not provide tax advice or guarantees in this regard.

Unless expressly agreed in writing, all donations shall be treated as unrestricted donations. KIT retains full discretion regarding the allocation and utilization of donated funds in accordance with institutional priorities.

2 Irrevocability of Donations

Unless otherwise expressly stated in writing by KIT, **all donations are irrevocable and non-refundable** once received. Donors acknowledge and agree that donated funds may be immediately allocated or committed to ongoing or future institutional programs. For electronic or online payments, a donation shall be deemed received at the time the transaction is successfully processed and credited to KIT’s designated bank account.

Donors agree not to initiate chargebacks, reversals, or payment disputes through banks or payment service providers, except in cases of proven unauthorized transactions.

3 Exceptional Refunds

Notwithstanding the above, KIT may, at its **sole and absolute discretion**, consider refund requests under exceptional circumstances, including:

- Duplicate transactions
- Clerical or technical banking errors
- Unauthorized transactions proven to the satisfaction of KIT.

Approval of any refund shall not be deemed a waiver of this policy and shall not create any precedent. Furthermore, the submission of a refund request does not create any right or entitlement to a refund, and KIT's decision shall be final and binding.

Each refund request shall be evaluated independently, and approval or rejection of any request shall not be cited as grounds for approval of any other request.

4 Refund Request Procedure

All refund requests under clause 1.4 above, must:

- Be submitted in writing within **seven (7) working days** of the donation date.
- Clearly state the reason for the request
- Include valid proof of payment and transaction reference details.

Refunds approved under the sole and absolute discretion of KIT, shall ordinarily be processed within (07) working days, subject to banking and administrative constraints.

KIT reserves the right to conduct due diligence and verification prior to processing any refund. Approved refunds, if any, shall be processed through the original mode of payment and within a reasonable administrative timeframe.

5 Cancellation of Donations

Requests for cancellation of donations shall only be entertained **prior to utilization or allocation of funds**. Once the donation has been applied toward institutional use, no cancellation or reversal shall be permissible.

For the purposes of this clause, 'utilization or allocation' includes earmarking funds for budgets, projects, commitments, or operational planning, whether or not actual expenditure has been incurred.