

Shipping and Exchange Policy

Emancipation Edutech Private Limited

Overview

Emancipation Edutech Private Limited primarily provides education, training, coaching, and learning services. Most course-related deliverables are shared digitally, delivered during classroom sessions, or provided directly at the institute. This placeholder policy explains how material delivery and exchange requests are expected to work until final legal text is approved.

Course information, class updates, assignments, notes, digital study material, practice files, recorded references, certificates, receipts, and related learning resources may be shared through email, WhatsApp, learning groups, downloadable links, classroom systems, or other communication channels used by the institute.

Digital material is generally delivered after enrolment confirmation, fee verification, batch allocation, or class commencement, depending on the course structure. Access may be limited to enrolled students and should not be copied, forwarded, resold, publicly uploaded, or shared with unauthorized users.

Placeholder note: this dummy PDF should be replaced with the final signed-off legal document later.

Physical Material

Some courses may include printed notes, workbooks, practice sheets, ID cards, kits, or other physical material. Unless expressly stated otherwise, such material is usually distributed in person at the centre during admission, orientation, class sessions, or scheduled collection windows.

Emancipation does not generally operate as a physical goods shipping business. If physical dispatch is specifically agreed for a student, delivery timelines, courier charges, address confirmation, and replacement terms will be communicated separately before dispatch.

Certificate Issuance Timeline

Certificates, completion letters, or participation records may be issued after successful completion of the course requirements, fee clearance, attendance review, assessment completion, project submission, or any other academic criteria applicable to the course.

Digital certificates may be sent by email or another official communication channel. Printed certificates, where available, may need to be collected from the centre. Certificate processing timelines may vary by course and may generally take 7 to 21 working days after completion and verification.

Exchange Policy

Students may request a change of batch, timing, trainer group, or course before the batch starts, subject to seat availability, eligibility, fee difference, academic suitability, and management approval. Course or batch exchange is not automatic and must be confirmed by the institute in writing or through an official

communication channel.

If the requested alternate course has a higher fee, the student may be required to pay the difference before the exchange is confirmed. If the alternate course has a lower fee, any adjustment, credit, or refund will be reviewed under the applicable cancellation and refund terms.

Non-Exchangeable Items

Used printed material, activated digital access, personalized certificates, completed assessments, special-order kits, customized training plans, and course services already consumed may not be eligible for exchange. Damaged or misplaced material after student collection may also be treated as non-exchangeable.

Exchange requests made after regular classes have started, after significant attendance, or after course material has been delivered may be declined or approved only with additional charges, depending on the case.

Contact for Issues

For digital material access problems, certificate questions, batch exchange requests, or physical material concerns, contact us at teamemancipation@gmail.com, +91 9508033767, or +91 8210963267. Please include your full name, course name, batch details, and a clear description of the issue.