

Admission Cancellation Request Form

Date of Request					
Name					
Mobile					
Email					
Academic session					
Month of admission					
Course and specialization					
Course fee					
Total fees paid					
Balance fees remaining					
Payment mode	UPI	Online	Credit/Debit Card		
Transaction number					
Date of payment					
Payment details / receipt attached	Yes			No	
Reason for cancellation					
Bank details	if Direct Payment		if Loan Payment		
Account name (as per bank records)					
Bank name					
Account number					
IFSC Code					
Branch					
For office use only (to be filled by University Official only)					
Refund % as per policy below	100%	90%	80%	50%	00%
Amount to be refunded as per policy					

For Loan Cases Only

Total Loan Amount:-	
Disbursed Amount to University:-	
Refund Amount to NBFC partner:-	
NBFC Partner Name :-	

Guidelines for Refund

If Learner is not eligible for admission, Learner is eligible for 100% refund except registration fees. The refund process is based on last date of admission batch closure.

- 100% Refund (If cancellation received 15 Days or more before the formal-closure date of admission batch)
- 90% Refund (If cancellation request received in less than 15 days before the formal-closure date of admission batch)
- 80% Refund (If cancellation request received is 15 days or less after the formal-closure date of admission batch)
- 50% Refund (If cancellation request received in 30 days or less, but more than 15 days, after formal-closure date of admission batch)
- 00% Refund (If cancellation request received more than 30 days after formal-closure date of admission batch)

Note: - Learners who have enrolled through EMI based Loan Facility offered through a Non-Banking Financial Company (NBFC)

- Learners would need to adhere to the cancellation process/ foreclosure policy of NBFC companies who have provided the said loan facility to the Learners.
 - The foreclosure charges of NBFC would be applicable for Learners as per NBFC policy and University would have no role in such third-party loan facility undertaken by the Learner.
 - Learners need to coordinate with NBFC Company for said loan foreclosure process and check for their foreclosure charges with NBFC.
 - Learner has to directly coordinate with the NBFC service provider.
 - For approved cancellation cases, University would refund the amount as per University policy to the NBFC Company directly and the Learners would be notified for the same.
1. The above-mentioned deductions would be made on total fees paid by the Learner, provided that the Learner is eligible for a refund.
 2. Eligible refund cases would take a minimum of 45 working days from the date of receipt of the cancellation request. Cancellation and refunds are at the discretion of the University.
 3. Only emailed requests for this cancellation form will be accepted for processing.
 4. Learner can raise the ticket from the LMS for the same.

I have read the above cancellation policy and undertake to abide by the said policy of the University.

Signature of Learner

Name

Email-