

### **Cancellation Rules & Refund Policy and Procedure – January 2022 Drive (Diploma Program):**

1. The Admission Processing Fee / Registration fee of Rs. 1200/- is non-refundable.
2. Candidate who made payment of Registration fee and Initial amount of Rs.5000/- and opt for Registration cancellation, deduction applicable will be:
  - a. If documents are approved - No amount will be deducted and complete 5000/- will be refunded.
  - b. If Documents are either partially submitted or not submitted/re-submitted – 800/- will be deducted from 5000/- and balance will be refunded.
3. Candidates who made payment over and above 6200/- and opts for Registration Cancellation, deduction applicable will be:
  - a. Complete payment / Down payment – Rs. 1000/-
  - b. Instalment payment – Rs. 2500/-
4. Admission Cancellation request can be processed only when student is admitted to the University (student number is generated) and the request is received within the stipulated dates as announced by the University on the website for every admission cycle from time to time, whether the Student has paid Semester fee, Full Fee.
5. Find below the Admission Cancellation dates and Deductions applicable as defined by the University for January 2022 batch:

Cancellation Application Received		Deductions applicable
From	To	
24.9.2021	24.1.2022	Rs. 5000
25.1.2022	8.2.2022	Rs. 5000 + 20% of Semester fee (Program fee + LIVE lecture fee for Semester I)
9.2.2022	23.2.2022	Rs. 5000 + 50% of Semester fee (Program fee + LIVE lecture fee for Semester I)
After 23.2.2022	-	Full fees

6. Calculation of charges are at sole discretion of the University.
7. The amount will be refunded back either via cheque/DD or will be transferred to the same account from which the payment was made, as mentioned by the candidate/student in the Admission/Registration Cancellation Form submitted.
8. Admission Cancellation is a facility provided only to Semester I students and Lateral admission (New admission) students and not applicable to the students re-registering for their successive Semester II, III and IV.
9. All terms and conditions mentioned in the Cancellation Policy in the Student Resource Handbook available on Student Portal are applicable.