



Master of Business Administration (Working Executives) – October 2024

Cancellation Rules & Refund Procedure:

1. The Application fee of Rs.1500/- is non-refundable.
2. Candidates who have paid the complete/part payment of program fee at the time of application fee payment but are Rejected based on their Academic, Work Experience and Interview scores will get the refund of complete amount paid towards program fee payment. Application fee is non-refundable.
3. If the candidate applies for cancellation prior confirmation / student number generation or if the candidate is not able to make complete payment in the stipulated time provided as per the Offer letter, deductions applicable from the Initial amount paid along with the Registration/Application fee will be as mentioned below:
 - a. Deduction of 1000/- will be applicable if the Interview slot is not selected.
 - b. Deduction of 5000/- will be applicable if the Interview slot is selected.
 - c. No Deduction will be applicable if Rejected.
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.
5. Complete program fee will be refunded if admission cancellation requests received up to 30th September, 2024 and with deduction of not more than Rs. 1000/-, as processing fee, up to 31st October, 2024.
6. For any admission schedule extending/commencing beyond/after 31st October, 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

S.No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days or more before the formally-notified last date of admission
(2)	90%	Less than 15 days before the formally-notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission.
(4)	50%	30 days or less, but more than 15 days, after formally notified last of admission
(5)	00%	More than 30 days after formally notified last date of admission.

In case of (1) in the table above, the deduction will be 5% of the fees paid as processing charges from the refundable amount, subject to a maximum of Rs 1,000/-.

7. Admission cancellation dates and policy is as defined by UGC from time to time.
8. Calculation of cancellation charges are at the sole discretion of the University.