

Process to receive refund of fee against withdrawal of candidature

1. Student will write an application to Head of the Department/Coordinator of the School (either by e-mail or hardcopy) stating reasons for withdrawal from the programme.

Note: The mail ID should be the official mail ID as provided in the application form.

2. Student must attach the following documents alongwith her/his application:

- Admission offer letter.
- Fee deposition receipt.
- Address where to post the fee refund cheque.
- One Identity card (preferably Aadhar/PAN Card).

3. Student will receive the cheque at the address given by her/him.

4. The Complete process normally takes 45 days for completion.