

# Admission Cancellation Policy

## 1. Procedure for Admission Cancellation

- The student must submit a **written application** for cancellation, duly signed by both the student and parent/guardian.
- The application must include complete details (name, course, admission number, reason for cancellation, etc.).
- Once the cancellation request is submitted, the admission shall be considered **cancelled immediately**, and the seat will be allotted to another candidate.
- All **original documents** (marksheets, certificates, etc.) deposited with the college will be returned **within 6 working days** of the cancellation application approval.

## 2. Fee Refund Policy

**The refund of fees will strictly follow the below conditions:**

Time of Admission Cancellation	Refund Amount
Within 15 days of admission and <b>before commencement of classes</b>	100% of fees <b>less ₹10,000</b> as processing charges
After 15 days of admission but <b>before commencement of classes</b>	75% of total fees
Within 15 days <b>after commencement of classes</b>	50% of total fees
After 15 days <b>from commencement of classes</b>	<b>No refund</b>

### Additional Conditions:

- ❖ Refund requests beyond the specified periods will **not** be entertained.
- ❖ Enrollment/registration fees are **strictly non-refundable**.
- ❖ If admission is cancelled due to **disciplinary action**, **no fees will be refunded**.
- ❖ Approved refunds (if any) will be processed within **15–30 working days** after submission of all required documents and original fee receipts.

## 3. General Conditions

- This policy is subject to revision as per the **latest directives of the regulatory bodies**.
- **All disputes** related to admission, cancellation, refund, eligibility or else shall fall under the **legal jurisdiction of District Kaushambi UP only**.

**By Order  
Management**