

## CANCELLATION FORM

Date			
Name			
Mobile			
Email			
Academic Session			
Month of Admission			
Course Fee			
Total Fees Paid			
Balance Fees Remaining			
Payment Mode	Online	NEFT	Cash
Transaction Number			
Date of Payment			
Payment Details / Receipt Attached	Yes	No	
Amount to be Refunded as per Policy			
Reason for Cancellation			
My Bank Details			
Account Name (As per bank records)			
Bank Name			
Account Number			
IFSC Code			
Branch			

**Refund Guidelines:**

**As per the norms of the regulatory authorities/bodies, the policy for refund of fees is detailed below:**

Sl.No.	% of Refund of Fees	Point of time when notice of withdrawal of admission
1	100%	Student not eligible (Rs.1000 will be deducted)
2	100%	Before the <b>formal announcement</b> of the <b>counselling date</b> by the respective college. (Rs.1000 will be deducted)
3	50%	After the <b>formal announcement</b> of the <b>counselling date</b> by the respective college.
4	00%	After commencement of the classes( <b>no refund</b> )

a) The above – mentioned deductions would be made on total fees paid by the student.  
 b) Eligible Refund Cases would take minimum 60 working days from date of receipt of cancellation request. Cancellation and refunds are at the discretion of the University.  
 c) Amount will be released only after the confirmation from the Account section.  
 d) Only emailed requests of this cancellation form will be accepted for processing. Student can email at [support23-24@yenepoya.edu.in](mailto:support23-24@yenepoya.edu.in)