



CANCELLATION FORM

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

Guidelines for Refund

- Registration Fee of Rs. 1100 for Undergraduate (BBA, B.Sc.-HS) programs is non-refundable.
- Registration Fee of Rs. 1500 for Master's Programs (MBA) is non-refundable.
- The refund matrix is as follows:

Period	Refund
Within the first 10 days of enrolment (after fee payment)	100%

Period	Refund
11th day to Start of Session date	deduction @ Rs 1000 towards administrative charges (the remaining amount will be refunded)
After commencement of session (Jan and July)	No Refunds (fees to be paid in full)

- Cancellations will be accepted via email only and must be received within the above-mentioned cancellation timeline.
- Cancellations received after the stated timeline will not be eligible for a refund.
- Withdrawal requests after commencement of session (Jan/July) must be made in the email only.
- Application (email) for cancellation needs to be sent to support@dypatiledu.com.
- All refunds will be processed by the Accounts department of the aforesaid University upon receiving the approval from the Registrar, based on the recommendation of the Director, Admissions.
- Fees shall be refunded to an eligible student within 30 days from the date of receiving the written application from him/her in this regard via electronic fund transfer.
- For any further queries/clarifications please call us on +91 8530568939
- Students who have completed their term-end exams need to enroll for the next academic year within 90 days from the declaration of the results, failing which the student may be considered as a "Discontinued Student". and his or her enrollment will be eligible for suspension. If the student wishes to discontinue from the program after the term end exam, he or she needs to communicate via email to support@dypatiledu.com
- Eligible Refund Cases would take minimum 45 working days for processing refunds from date of receipt of cancellation request. Cancellation and refunds are at the discretion of the university.

I have read the cancellation policy and I undertake to abide by the said policy of the university.

Student Signature
