



Student Cancellation Request Form For Online Program

Date of Request					
Name					
Mobile					
Email					
Academic Session / Batch					
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	
Refund % as per Policy below	100%	90%	80%	50%	0%
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					

Guidelines for Refund / Cancellation

If Student is not eligible for admission; student is eligible for 100% refund. No Refund of Registration Fees Component.

The dates below are based on last date of Admission Batch Closure.

- 100% Refund (If cancellation received 15 Days or more before the formal-closure date of admission batch)
- 90% Refund (If cancellation request received in less than 15 days before the formal-closure date of admission batch)
- 80% Refund (If cancellation request received is 15 days or less after the formal-closure date of admission batch)
- 50% Refund (If cancellation request received in 30 days or less, but more than 15 days, after formal-closure)

date of admissionbatch)

- 0% Refund (If cancellation request received more than 30 days after formal-closure date of admission batch)

Students who have enrolled through Loan Facility (ROI or Subvention) offered through a Non-Banking Financial Company (NBFC)

- Students would need to adhere to the cancellation process / foreclosure policy of NBFC companies who have provided the said loan facility to the students.
- Any foreclosure charges of NBFC would be applicable for students as per NBFC policy and University would have no role in such third-party loan facility undertaken by the student.
- University Registration fees if any; the same would not be refunded to the student.
- Students need to coordinate with NBFC company for said loan foreclosure process and check for their foreclosure charges with NBFC.
- University would not be responsible for any issues / concerns raised by the students with its NBFC service provider. Student has to directly coordinate with the NBFC service provider.
- For approved cancellation cases, University would refund the amount as per university policy to the NBFC company directly and the students would be notified for the same.

1. The above-mentioned deductions would be made on total fees paid by the student; provided that the student is eligible for refund.
2. Eligible Refund Cases would take minimum 45 working days from date of receipt of cancellation request. Cancellation and refunds are at the discretion of the university.
3. Only emailed requests of this cancellation form will be accepted for processing.
4. Student can email esupport@kiit.ac.in for the same

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

Student Signature
