

CANCELLATION FORM

Date					
Name					
Mobile					
Email					
Academic Session					
Month of Admission					
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

- If Student is not eligible for admission; student is eligible for 100% refund
 - 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 admission batch)
 - 0% Refund (If cancellation request received more than 30 days after formal-closure date of admission batch)
- **Students who have enrolled through EMI based Loan Facility 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.
 - The 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.
 - Students need to coordinate with NBFC company for said loan foreclosure process and check for their foreclosure charges with NBFC.
 - 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 Study material if received by the student must be sent back to the university for processing to be complete.

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 the accepted for processing. Student can email support@sgvu.edu.in for the same.

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

Student Signature
