

CANCELLATION FORM

Date			
Name			
Registration number			
Program			
Mobile			
Email			
Academic Session			
Date of First Payment			
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			
Reason for Cancellation			
My Bank Details			
Account Name (As per bank records)			
Bank Name			
Account Number			
IFSC Code			
Branch			

Refund of Program Fees

- Students desiring to cancel their admission need to submit an application for cancellation of admission (Application for Refund of Program Fees) only in the prescribed format as provided by pgp.support@scdl.net within 45 days from the date of payment first payment/installment.
- Students will receive only the refund for program fees paid by them after the deduction of ₹1000/- as administrative charges, on the paid amount.
- Any application for refund of program fees will not be accepted if received after 45 days from date of payment of first fees payment/installment.

For Students who 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 SCDL 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, SCDL would refund the amount as per SCDL policy to the NBFC Company directly and the students would be notified for the same.

- Eligible Refund Cases would take minimum 45 working days for processing from date of receipt of cancellation request.
- Cancellation and refunds are at the discretion of SCDL.
- Only emailed requests to pgp.support@scdl.net with this cancellation form will be the accepted for processing subject to the cancellation timelines and policies are adhered by stake holders.
- No messages or verbal conversations can be considered as valid request.

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

Student Signature
