

ADMISSION CANCELLATION FORM

To,
The Director
MIT SDE, Pune.

Respected Sir,

I have enrolled at MIT School of Distance Education, Pune for the programs commencing from dd-mm-yy.

My particulars are as follows:

Name: _____

Registration ID: _____ **Date of Admission:** _____

Course: _____ **Specialization:** _____

Fee Paid: _____ **Date of Payment:** _____

Communication address: _____
(With Pin code)

Contact No.: _____ **Email id:** _____

Reason for cancellation: _____

Advisory Note

Refund Policy on withdrawal / cancellation of Admission

In case of cancellation of admission, MITSDE follows the below proposed rules of refund of fee under various heads:

- **Registration Fee**

Registration fee paid while confirming admission is non-refundable

- **Tuition Fee**

Any application for withdrawal within 15 days of admission confirmation may be considered for refund of tuition fee after deduction of,

1. Processing charges of Rs.1000/-
2. 25% of tuition fee in case books not returned back.

Tuition fee shall not be refunded once the course commences formally.

Declaration

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I request you to cancel my admission which needs to be sent within 15 working days from date of enrollment (which is 21 calendar days), to be eligible for a refund.

I am aware that the refund of the course fees paid by me till date will be as per the MITSDE policy. The % deductions will be done on the total course fee (not on actual fee or installment paid by the student)

I have read the instructions at the time of filling of the admission form.

Date of Application:

Student's Signature:

FOR OFFICE USE ONLY (To be filled by Institute)

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Processed By

Reviewed By

Approved By

Section Officer

Registrar

Director

Dispatch Remarks: _____