

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: DHOTRE SANTOSH GANPATI

Registration ID: MIT 202-3001356 Date of Admission: 04-11-2023

Course: PGDM Executive Specialization: Modern Project management  
Modern Project management

Fee Paid: 77,000/- Date of Payment: 30-10-2023

Communication address: 245/A, Jewali, Near Balaji Temple  
(With Pin code)

Tal - Lohara Dist - Osamanabad  
- pin code - 413608

Contact No.: 9881630775 Email id: santoshdhotre28@gmail.com

Reason for cancellation: Financial issue & Job lost recently  
Facing Emi pay to every month, because I took  
admission with finance.

### 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: 20-12-2023

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:** \_\_\_\_\_