

**Refund of Fees in Case of Withdrawal/Cancellation of Admission in IPG/B Tech (CSE)/ M Tech/MBA/PhD**

Refund shall be made after deduction of the processing/cancellation charges as shown below:

<b>Sr. No.</b>	<b>Particular</b>	<b>Percentage of Refund</b>
1.	Request received by the institute before Commencement of classes ie; 24 <sup>th</sup> July 2019	100% of Institute fees, Hostel and Mess Fees* afterdeducting Rs. 1000/- as processing fees, plus refundable security deposit.
2.	Request received by the institute after 24 <sup>th</sup> July, 2019 to 04 <sup>th</sup> August, 2019	50% of the Institute fees* paid to the institute at the time of physical reporting and through counselling, Hostel & Mess fees on prorata basis from the date of commencement of classes plus Rs. 1000/- as processing charges
3	Request received by the institute after 04 <sup>th</sup> August, 2019 to 24 <sup>th</sup> August 2019	Hostel & Mess fees on pro rata basis from the date of commencement of classes plus Rs. 1000/- as processing charges, plus refundable security deposit.

No Registration fees are refundable for MBA Admissions 2019-21, if the admission is withdrawn/cancelled.

Fees will be refunded by the institute to a eligible student from the date of receiving the written application from him/her in this regard within 30 days.

Candidate has to forward his request for cancellation of admission in format available at institute website to Joint Registrar (Academics) ABV-IIITM Gwalior, with photocopy of the admission letter and bank draft/e-receipt. Communication through email will not be entertained.

Date of receipt of application will be valid for cancellation of refund.

Please provide the following details also in the application for e-transfer of refunded amount:

- (i) Name:
- (ii) Complete bank account No
- (iii) Bank Branch Address
- (iv) Bank IFSC Code:
- (v) Contact No
- (vi) Email Id:

If the candidate is admitted in the institute, he/she shall enclose NO Dues Certificate also with application form.

Original documents will be returned only after completion of all formalities.

Separate application is required for refund of hostel fees/mess fees.

**\*paid to the institute at the time of physical reporting without the JoSSA/CCMT acceptance fees. Refund of JoSSA/CCMT acceptance fees as per their norms/rule.**

**Note:**

- (a) the above rules are applicable for entry level admissions in UG/PG & PhD.
- (b) Refund rules in respect of UG/PG will be as per the guidelines of the CSAB/CCMT before the registration at ABV-IIITM Gwalior.

Center In charge  
*CCMT-2019*

Center In charge  
*CSAB-2019*

*Director*