

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES
Application for cancellation of Admission for following schools / programs

SBM - MBA/PGDM, Executive MBA , MBA (Part Time), MBA Entre. & Family Business, Ph.D. - Management, Integrated MBA Prog. for Family Business, MBA Part Time / Diploma in Social Entrepreneurship

To,
The Registrar,
SVKM's NMIMS
V.L.Mehta Road,
Vile- Parle (W),
Mumbai - 400 056

School Name	: _____
Programme Name	: _____
Merit No	: _____
NMIMS Registration _ID	: _____
Date of Admission	: _____
Date of Cancellation	: _____
(For Office use only)	

I _____ was admitted for _____

Programme on _____ and paid the fees vide Cheque/ DD No. _____

Dated _____ drawn on _____ receipt no. _____

I would request you to cancel my admission due to (reason) _____
_____ and refund the fees as per NMIMS rules.

The refund cheque should be made in favour of _____ and post /
courier to my address _____

Pin: _____ Contact No. _____ Email ID. _____

Original documents received from the college: _____

Signature of Candidate

Signature of Parent

Date: _____ Place: _____ Time: _____

Refund Amount: _____

Dy. Registrar

Registrar

Finance
Officer

Pro- Vice
Chancellor

Vice Chancellor
Payment Approved
& Authorised by

Acknowledgement Slip

(For Office use only)

Date of Admission: _____

Cancellation Form received along with application and original fee receipt: (Y/ N) _____

Date _____ Time _____

Admission cancelled & forwarded to A/c for refund of fees as per the NMIMS rules.

In case an admitted student does not join the institution within 7 days of opening (Commencement of the programme) of the Institution, the Institution shall refund:

Refund Rules:

1	Intimation of cancellation received at least seven days before the course commencement of the programme	100% of the fees less processing charges (Rs. 10000/-).
2	Intimation of cancellation received within six days before the course commencement & up to 30 days after course commencement of the programme	If seat is filled up by another candidate within 30 days of course commencement-100% of fees less processing charges (Rs.10000/-).
		If seat is not filled up by another candidate within 30 days of course commencement- 50% of fees less processing charges (Rs.10000/-).

Note : If a student joins the institution and then leaves it in mid- session then the entire fees collected shall be forfeited.

Staff Signature: _____

Receivers Signature: _____