

SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES

Application for cancellation of Admission for following schools/programs

SBM - MBA –Law, EMBA - Fall Batch 2017, EMBA in Pharmaceutical Management, Weekend - (FMBA) Post Graduate Certificate Program in Management, Enterprise Training Program for Women (ETW), MPSTME, SPPSPTM / SPTM, ASMSOC, JDSOLA, SDSOS, KPMSOL, BSSA, SAMSOE, IIPS, SOD

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)

Candidate Name: _____

Program: _____, Merit No: _____, 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.

If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the deduction will be 10% of the aggregate fees as processing charges from the refundable amount. Aggregate fees is inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

Note : Candidates to refer Important Dates of the respective programme.

Staff Signature: _____ Receivers Signature: _____