

## FEE REFUND POLICY ADMISSION CANCELLATION & WITHDRAWAL (POST GRADUATE PROGRAMS)

Students who wish to withdraw from ISDI program as per below timeline, may do so by informing the ISDI Admission Office in writing (via e-mail or hard copy of the application) about withdrawal from the program.

The Refundable & Non Refundable Fee as per the Withdraw Timeline is mentioned for each Category.

REFUND CATEGORY	TIMELINE	WITHDRAWAL APPLICATION TO	NON REFUNDABLE	REFUNDABLE
Category 1	On or before 15th July 2019	bursar@isdi.in	--	Security Deposit (100%) Registration & Admission Fee (100%) Tuition Fee (100%)
Category 2	After 16th July 2019 & on or before 31st July 2019	bursar@isdi.in	Registration & Admission Fee (10%) Tuition Fee (10%)	Security Deposit (100%) Registration & Admission Fee (90%) Tuition Fee (90%)
Category 3	After 01th Aug 2019 & on or before 15th Aug 2019	bursar@isdi.in	Registration & Admission Fee (20%) Tuition Fee (20%)	Security Deposit (100%) Registration & Admission Fee (80%) Tuition Fee (80%)
Category 4	After 15th Aug 2019 & on or before 30th Aug 2019	bursar@isdi.in	Registration & Admission Fee (50%) Tuition Fee (50%)	Security Deposit (100%) Registration & Admission Fee (50%) Tuition Fee (50%)
Category 5	After 31st Aug 2019	registrar@isdi.in	Registration & Admission Fee (100%) Tuition Fee (100%)	Security Deposit (100%)

\*APPLICABLE GST WILL BE DEDUCTED ON THE REFUND AMOUNT

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## GUIDELINES FOR FEE REFUND

1. The processing of refund request will take maximum 15 working days.
2. The candidate is required to apply in writing (via. E-mail or Hard Copy) to ISDI Admission Office at [bursar@isdi.in](mailto:bursar@isdi.in) / [registrar@isdi.in](mailto:registrar@isdi.in)
3. The candidate is required to enclose the Original copy of Fee Receipt/ Receipts (as applicable) to complete the withdrawal application
4. The candidate may exercise his/her option of collecting the refund amount by cheque or through RTGS- Online transfer in the name of the candidate/ either parent.
5. Entire Fee refund process will be completed within the 15 working days of the receipt of all necessary documents i.e. Admission Cancellation Application, Original Fee Receipt & Cancelled cheque or Bank account details for RTGS - Online transfer.
6. ISDI will issue the Refund cheque/carry out online transfer viz. NEFT/RTGS and will inform the candidate on the same viz. e-mail.
7. The candidate is required to collect the cheque from Admissions Office, as per the option selected by candidates.
8. ISDI is only responsible for refunding the fee, which has been collected by ISDI directly.