

## 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. This refund policy is for academic year 2020 -2021 intake.

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 2020	admissions@isdi.in	Registration & Admission Fee (100%)	Tuition Fee (100%)
Category 2	After 15th July 2020 & upto 30th August 2020	admissions@isdi.in	Registration & Admission Fee (100%) Tuition Fee (50%)	Tuition Fee (50%)
Category 3	After 30th August 2020	admissions@isdi.in	Registration & Admission Fee (100%) Tuition Fee (100%)	--

\*APPLICABLE GST WILL BE DEDUCTED ON THE REFUND AMOUNT

## FEE REFUND POLICY ADMISSION CANCELLATION & WITHDRAWAL

### GUIDELINES FOR FEE REFUND

1. The processing of refund request will take maximum 30 working days.
2. The candidate is required to apply in writing (via. E-mail or Hard Copy) to ISDI Admission Office at [admissions@isdi.in](mailto:admissions@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 30 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.
9. ISDI reserve the right to revise / modify the refund policy at any time without any prior information.