

**CANCELLATION FORM**

Date			
Name			
Mobile			
Email			
Program Applied			
Fees Paid			
Payment Mode	Cheque	Online	Neft
Transaction Number			
Date of Payment			
Payment Details / Receipt Attached	YES	NO	
Reason for Cancellation			
<b>My Bank Details</b>			
Account Name (As per bank records)			
Bank Name			
Account Number			
IFSC Code			
Branch			

**Cancellation Policy**

1. Students should fill the cancellation form and submit the same to the counselor / support team of the university within 15 days from date of payment of fees for the student to be eligible for cancellation. Can also mail to support@sgvu.edu.in
2. No verbal, telephonic or short messaging like SMS and Whatsapp communication would be considered as cancellation request.
3. There will be no refund for cancellation requests received after the mandated timeline of 15 days from date of payment of fees.
4. In case where student enrolment number has been generated and books have been dispatched and the request is received within 15 days from making the payments then the following deduction would be:
  - a. 25% deduction as administrative charges (if study material returned by student and received by University)
  - b. 50% deduction as administrative charges (if study material not returned by student or not received by University)
5. In case where student enrolment number has not been generated or mandatory documents are yet not submitted by the student, the above refunds would be as mentioned below
  - a. 25% deduction as administrative charges (if study material returned by student and received by University)
  - b. 50% deduction as administrative charges (if study material not returned by student or not received by University)
6. The above mentioned deductions would be made on total fees paid by the student.
7. Eligible Refund Cases would take minimum 45 working days from date of receipt of cancellation request as per the said policy
8. Cancellation and refunds are at the discretion of the university.

I have read the cancellation policy as mentioned above and I am submitting the said cancellation form for processing. I undertake to abide by the said policy of the university and I understand that any refund is at discretion of university.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
**For Office use only:** SID \_\_\_\_\_ / Lead ID \_\_\_\_\_ Remarks: