

SIGMA UNIVERSITY

Cancellation Rules & Refund Policy: 2023-24

[Applicable for first year admissions only]

1. If a student chooses to withdraw from the program of study in which he/she has been offered/given admission provisionally/finally, following three-tier system for the refund of fees will be followed: -

SR No	Time of withdrawal of admission	Deduction of Charges	Percentage of Tution Fees refund amount
1	Till 30 st June 2023	Deduct 5000/- only	100%
2	1 st June to 15 th August 2023	50%	50%
3	15 th August 2023 Onwards	100%	0%

2. Cancellation rules may be revised as per the directives of UGC.
3. No fees will be refunded if the application for cancellation is received from 1st September 2023 onwards.
4. After the generation of enrollment number, if the admitted student wishes to cancel his/her admission then he/she must pay the fees for the current full year of the program.
5. If any student has gone through 0% loan, the following three-tier system will be applied.

SR No	Cancellation during Tenure of Loan	Deduction of Charges
1	1 st - 2 nd Installment	25% of loan amount
2	3 rd – 4 th Installment	50% of loan amount
3	5 th Installment Onwards	100% of loan amount

6. Cancellation process ordinarily takes 15 working days from the receipt of completed cancellation form with supporting documents.

Head

Admission Cell