

ADMISSION 2025

POLICY FOR CANCELLATION OF ADMISSION AND REFUND OF FEE

The NICMAR Delhi-NCR has a policy of considering refund of the first instalment of tuition fee paid by the student at the time of acceptance of offer, against cancellation of admission. **The Institute strictly follows AICTE guidelines in respect of refund of fees.** All request applications duly signed by the student must necessarily be received by the **Registrar, NICMAR Delhi-NCR. All such requests in writing must be sent by hand/post/courier only. Any request for refund by e- mail/telephone/fax, etc. if not accompanied by a formal request in writing in the hard copy format within the time stipulated below will not be considered.**

If a student chooses to withdraw from the programme of study in which he/she is enrolled, the Institute shall follow the following system for the refund of fees remitted by the student:

- i. In the event of a student withdrawing before the start of the Programme, the entire Fee collected from the student, after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded by the Institution.
- ii. In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution shall refund the Fee collected after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only).
- iii. In case, if a student leaves after joining the Course and if the vacated seat is consequently not filled by any other student by the last date of admission, the refund will be as per Institute's Policy on Pro-rate basis.
- iv. The last date for withdrawal of PGDM/PGCM admission for the purpose of refund of fee shall be as per the last date mentioned in the Academic Calendar issued by AICTE every year

The security deposit, which is not part of the fees chargeable, shall be refunded in full (after adjustment of dues, if any from the student).