

**Refund Policy as per AICTE Guidelines**

**Vide reference No. – AICTE/Legal/04(01)/2007, April 2007**

The candidate, who has been provisionally admitted, may request for refund of fee by submitting and email to VJIM Admissions Office at [admissions@vjim.edu.in](mailto:admissions@vjim.edu.in).

The e-mail must contain the Name of the candidate and the Application number.

**Requests sent to any other office other than the Admissions office will not be entertained and will be considered null and void.**

**The cut-off date for refund from PGDM programme at VJIM is Saturday, June 30, 2018.** The refund of fee, as applicable, shall be made by July 30, 2018. Refund shall be made after deduction of the cancellation charges as shown below:

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| **Sl. No.** | **Situation** | **Refund** |
| 1 | On request received before the date of start of the academic session and seat COULD be filled by the institute on/before the **cut-off date i.e., June 30, 2018** | Entire fee less processing fee of Rs. 1000/- |
| 2 | On request received on/after the beginning of academic session and seat COULD be filled by the institute on/before the **cut-off date i.e., June 30, 2018** | Entire Fees less the Seat Cancellation Charges on Pro-rata basis\* |
| 3 | On request received before/after the start of the academic session and seat COULD NOT be filled by the institute. | No refund except caution deposit (Rs. 10.000/-) |

**Please note: Orientation session commences from 11th June 2018.**

**\***The fee will be charged only for the number of days the student is on campus and the balance fee including caution deposit will be refunded.

For example: If a student registers on 11th June 2018 and cancels his/her admission on 29th June 2018, he/she will be charged for 18 days and the balance will be refund.