

Cancellation Rules & Refund Policy and Procedure:

1. Admission Cancellation facility is only applicable to the Students as mentioned below:

Slots	Policy
Students Confirmed from 6.10.2018 to 1.1.2019	Last date for submitting Admission Cancellation form is up to 7.1.2019
Students Confirmed from 2.1.2019 to 12.2.2019	Admission Cancellation form should be submitted within 7 days from the date of confirmation
Students Confirmed after 12.2.2019	Not Eligible for Admission Cancellation

2. The Admission Processing Fee / Registration fee of Rs. 1200/- is non-refundable.

3. In case of Executive program if only the Initial payment is paid i.e. Registration fee (1200/-) and 5% of program fee (inclusive of GST) and the candidate wants to cancel the admission prior confirmation of admission then the complete initial payment paid will be non-refundable.

4. Deductions applicable in case of cancellation of admission/registration, post full / part program fee payment has been done:

a. Certificate / Diploma / Post Graduate Diploma programs:

Registration Cancellation (Prior Student Number generation):

Admission Processing Fee – Rs. 1200/-

Administrative charges – Rs. 1000/-

Admission Cancellation (Post Student Number generation):

Admission Processing Fee – Rs. 1200/-

Administrative charges – Rs. 2000/-

Additional charges – Rs. 3000/- (if study kit is issued)

b. Executive Programs:

Registration Cancellation (Prior Student Number generation):

Admission Processing Fee – Rs. 1200/-

Administrative charges – 2.5% of applicable Fee (Inclusive of GST)

Admission Cancellation (Post Student Number generation):

Admission Processing Fee – Rs. 1200/-

Administrative charges – 2.5% of applicable Fee (inclusive of GST)

Additional charges – Rs. 3000/- (if study kit is issued)

5. Deduction applicable for Certificate/Diploma/Post Graduate Diploma programs candidates who opts for Registration cancellation wherein the candidate opted for **Instalment facility** but did not pay the complete program fee:

Admission Processing Fee – Rs. 1200/-

Administrative charges – Rs. 2500/-

6. Calculation of charges are at sole discretion of NGA-SCE.

7. The amount will be refunded back either via cheques/DD or will be transferred to the same account from which the payment was made, as mentioned by the candidate/student in the Admission/Registration Cancellation Form submitted.

8. Admission Cancellation is a facility provided only to Semester I students and not applicable to the re-registering students of Semester II, III and IV.

9. All terms and conditions mentioned in the Cancellation Policy in the Student Resource Handbook are applicable.