

Policy to Refund Ph.D. registration fees to the candidates who may withdraw their applications

1. The request of withdrawal of Ph.D. admission should be made by the candidate and the candidate should send a signed application requesting the withdrawal of admission.
2. Refund can only be made in the name of the candidate by cheque:-
 - a. If a candidate requests for the withdrawal within ten (10) days after the last date of submission of fees, he/ she may be refunded full fees amount,
 - b. If the request is received after the tenth (10th) day till the day before the registration date, a processing fees (Rs 1500/-) may be deducted from the total,
 - c. If the candidate withdraws on or after the date of registration, only the caution money of both the institute shall be refunded.
3. The refund process shall start fifteen (15) days after the date of registration.
4. The administrative head shall be the final authority to approve the refund in case of any claim other than the above.

**Associate Dean (Academics)
Academics Department
INST, Mohali**