

CANCELLATION OF ADMISSION

To
The Regional Director
IGNOU Regional Centre
PUNE.

Date : _____

Sub : Cancellation of Admission-reg.

Respected Sir,

I, the undersigned Mr./Mrs./Ms. _____ have taken admission in IGNOU for the Admission Session of January/July _____ under Regional Centre, Pune. The details regarding my admission is as follows :-

- ➔ Programme : _____
- ➔ Enrolment No. : _____
- ➔ Control No. : _____
- ➔ Mobile No. : _____
- ➔ Email ID : _____
- ➔ Address : _____

- ➔ Reason of cancellation of Admission : _____

I hereby undertake that I have read the Common Prospectus on IGNOU website www.ignou.ac.in and gone through the rules regarding refund of fee on cancellation of admission, which are available in the Prospectus on the link : <http://www.ignou.ac.in/userfiles/Common-Prospectus-English.pdf>, on Page no 319-320, point No. 12.11 regarding Cancellation of Admission and refund of Fee paid and the same will be acceptable to me.

I request you to kindly cancel my admission to _____ Programme.

Thanking you,

Yours sincerely,

(_____)

Encl : Confirmation letter /ID card/Admission form.

(2) <https://scholarships.gov.in/public/schemeGuidelines/tribalfellowshipguideline.pdf>

12.10 Scheme of Fee Support to SC/ST Students

The University provides exemption of programme fee to students from SC/ST category as per its policy. The policy is reviewed for every admission cycle. Students are advised to visit the University website or contact the Regional Centre to know about the latest provisions. The exemption, if admissible, will be allowed for one programme only.

The following SC and ST students are **not** eligible for fee exemption:

who are employed OR

who are availing any kind of scholarship or fee exemption from other agencies, OR

whose Parents/ Guardians' income from all Sources exceeds Rs 2.5 lakhs during financial year as per Government of India norms.

The applicants should submit income certificate issued by Authorized Government Agency while taking admission. The exemption of fee is confined to the extent of Programme Fee mentioned in the Prospectus. The students belonging to these categories will have to pay late fee (if any), Term End Examination Fee, convocation fee, Registration fee, Development fee etc. since these are not exempted under this Scheme.

12.11 Registration fee, Cancellation of Admission and Refund of Fee paid for Re-Registration to a programme will not be refunded in any case.

A non-refundable Registration Fee of as prescribed time to time (unless specified otherwise) shall be charged along with the programme fee of first semester/year at the time of admission.

If a student applies for cancellation of admission and refund of fee, the refund request will be considered as per the University policy available on website: www.ignou.ac.in

The refund request will be considered as under:-

Grounds for refund	Modified policy
Double/multiple payments by the student for the same programme due to failure of online transaction	Fee of ONE programme will be retained. Programme fee for remaining attempts will be refunded including the registration fee.
Payments by the student for more than one non-permissible programme in the same session.	Fee of ONE programme will be retained as per the choice of the student. Fee for remaining programme(s) will be refunded after deduction of registration fee.
Rejection/cancellation of admission form by the University due to non-fulfillment of minimum eligibility criteria/non-recognition of qualification or its equivalence/due to commission of mistake/concealment of information or otherwise by the student.	Full programme fee will be refunded after deduction of the registration fee.
Cases where the University decides to withdraw the programme due to any reason.	Full programme fee will be refunded including the registration fee.

In cases where the student does not want to continue with the programme and seeks cancellation of application and refund of programme fee.	Before confirmation of admission	After confirmation of admission
	a) Full Programme fee shall be refunded.	b) Within 15 days after confirmation of admission – Refund shall be made after deduction of Rs. 500/ from Programme fee. Registration fee shall not be refunded.
	The Registration fee shall not be refunded	c) Within 16-90 days after confirmation of admission Refund shall be made after deduction of Rs. 1000/- Registration fee shall not be refunded.
		d) Beyond 90 days after confirmation of admission No refund shall be made.

Notes:

- 1) While counting the period, the date on which request for cancellation of admission is received from the candidate, shall be taken into account.
- 2) The date on which admission is confirmed, shall be excluded while counting the period.
- 3) The refund will be reverted to the same Debit/Credit Card/ Net Banking Account from where the payment has been received. However, where the validity of the Debit/Credit Card expires in between, and the bank accepts the refund in spite of expiry of validity of the card, the user will be responsible for getting the money of refunded from such bank. In cases where the refund is not accepted by the bank under the said Debit/ Credit Card account, or the closure of the payment gateway through which the payment was initially received, the refund of fee will be made through NEFT after obtaining the account details from the student. In cases of (a) to (c) above, the candidate will make a written/email request to the Registrar, SRD for such a refund.

12.12 Waiver of IGNOU Programme fee for Jail Inmates

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including registration fee. The under-trial/short term prisoners are also eligible for the same benefit of exemption as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (examination fee, re-registration fee, registration fee for convocation etc.).

12.13 Digital Study Material and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the **soft copy will be given a discount of 15% in the Programme Fee**. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material. The University has digitized the study material for different programmes. The digitized material is available on eGyankosh, the digital repository of the University.

The University encourages the use of digital study material. It has been decided that as an incentive **15% concession shall be given to the students who opt for digital study material in place of printed study material**.

The University sends study material to all the students and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that.

Assignments for the current session are made available on the website. Students are advised to download the same.

For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

12.14 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of **Rs.350/- for a 2/4 credit course or part thereof, and Rs.700/- for a 6/8 credit course for undergraduate courses. For Master's Degree Programme, it is Rs.600/- for 2/4 credits and Rs.1200/- for 6/8 credits course**. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Elective/ Course should be addressed to the concerned Regional Centre only as per schedule.

12.15 Change of Medium

For CBCS Based Bachelor's Degree Programme, Change of medium will be allowed as per on payment of applicable fee.

For other Programmes Change of Medium is permitted within 30 days from the receipt of first set of course material **in the first year ONLY, on payment of Rs.350/- plus Rs.350/- per 2/4 credit course and Rs.700/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.350/- plus Rs.600/- per 2/4 credit course and Rs.1200/- per 6/8 credit course**. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the **concerned Regional Centre only**, as per schedule.