

Standard Operating Procedure for admission cancellation and refund of fees from college

Procedure for cancelling admission and applying for refund of fees

1. Admission cancellation/refund form to be collected by the student from college office or the student can download it from college website (www.siesascs.edu.in). The application form is available under students' corner on college website.
2. Admission cancellation/refund form should be filled with relevant details and must be attached with cancelled cheque and printout/photocopy of the fee receipt.
3. Admission cancellation/refund form with relevant details and with the attached documents must be submitted to the cash counter.
4. Student is given acknowledgement receipt for the acceptance of form.
5. If a student is unable to visit college to apply for admission cancellation, then, the student may authorize parent/guardian/relative with a valid letter of authority signed by the student to complete the above procedure. However, in such cases the student must mail in advance to the college office (email: siesascs@sies.edu.in) the letter of authorization, scanned copy/image of cancelled cheque and fee receipt.
6. Refund of fees as per institution/university guidelines and eligibility for refund will be done by online/neft transfer by college to the bank account with reference to the details mentioned in cancelled cheque.
7. Minimum 15 working days from the date of application of cancellation/refund will be required for verification/processing of the application and refund.

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