

## **CANCELLATION OF ADMISSION / REFUND OF FEES**

If any Student wishes to cancel his/her admission, he/she should apply in the prescribed form within thirty days from the date of admission and his/her fees will be refunded as per following ordinances:

**0.2859(C)** : All the fees paid by a Student at the time of admission shall be refunded to him/her after deducting Rs.30/- (Rupees Thirty only) as administrative charges, if the Student informs the Professor-cum-Director, Institute of Distance and Open Learning, in writing within 30 days from the date of his/her admission.

**0.2859(D)** : All the fees paid by a Student at the time of admission shall be refundable to him/her after deduction of Rs.250/- (Rupees Two Hundred Fifty only) as administrative charges, provided that,

i) At the time of applying for admission, he/she intimates in writing that he/she has also applied or intends to apply for admission to one or more of the professional courses conducted by the institutions or departments (including the Institute of Distance and Open Learning) of the University or affiliated Colleges to the University.

ii) He/she withdraws his/her application within seven days from the date of his admission to a professional course as mentioned in (i) above, but not later than 30th September, if he/she is a Post-graduate/management Student of the same year. In such cases, it shall be binding on the Student to produce documentary proof of his/her being admitted to the professional course. Students admitted after above mentioned dates, if any, will not be entitled for the refund of the fees.

<b>No. of Days</b>	<b>Amount Deducted</b>
Up to 10 days of admission	Rs. 500/-
11 to 60 days of admission	20% of the total fees
61 to 90 days of admission	30% of the total fees
91 to 120 days of admission	50% of the total fees
After 120 days	No refund

**N.B.:** (Ordinance 0.2859 for UG programmes) and (Ordinance No (O.3574for PG Programmes) are amended. Fees will be refunded as per revised ordinance. (Please visit our website for these revised ordinances)

**UNIVERSITY OF MUMBAI**  
**INSTITUTE OF DISTANCE AND OPEN LEARNING**  
**APPLICATION FOR CANCELLATION OF ADMISSION**

(Please attach an attested Xerox copy of Fee Receipt and return Original Identity Card)

ACADEMIC YEAR 20 - 20

Date : \_\_\_\_\_

From  
Name of the Student

Shri/Smt./Kum. \_\_\_\_\_  
(In Block Letters) (Surname) (Own Name) (Father's/Husband's Name) (Mother's Name)

Residential Address (As registered in the IDOL, record)

\_\_\_\_\_

\_\_\_\_\_

Pin Code : \_\_\_\_\_ Tel No. \_\_\_\_\_

Class \_\_\_\_\_ Year 20 - 20

Appl./D. No. \_\_\_\_\_

Fee Receipt No. \_\_\_\_\_

Date : \_\_\_\_\_

To,  
The Director  
Institute of Distance and Open Learning  
University of Mumbai  
Mumbai - 400 098.

Sir,

I secured admission to the \_\_\_\_\_ Class in  
your Institute on \_\_\_\_\_ through MKCL authorised Learning Centre. I would  
like to cancel it due to the following reasons. And no request will be granted to continue the same  
under any circumstances \_\_\_\_\_

- 1) I am enclosing a Xerox copy of the Fee Receipt/Original Form (No. \_\_\_\_\_ Date : \_\_\_\_\_)
  - 2) I am returning my Identity Card (Original)
  - 3) \*I am also returning the Study Material in good condition
- No other documents like No. Objection Certificate and Transfer Certificate will be issued after  
the cancellation of admission.

I request you to kindly return my Original Marksheet/Passing Certificate which I have  
submitted while taking admission to the above class in the Institute.

Thanking you,

Your's faithfully

Signature of the Student

\*Strike out if Study Material was not issued

Permission may be given  
to cancel the Admission as desired  
by the student

Concerned Clerk

Permitted to cancel Admission and  
The necessary notings are made  
in the relevant documents

Entitled/No entitled for Refund  
of fee as per rule

Asstt. Registrar (Admn.)

Asstt. Registrar (F. & A.)

Please refer to the prospectus for the Rules of Refund. Students are requested to attach xerox  
copies of Marks alongwith the application and return the original Identity Card.