

## NOTICE

Ref. No.: IUS/GTK/RG/619

Date: 04.02.2026

### Subject: Refund of Fees – Admissions 2026

This is to notify all students of 2026 Admissions that the University follows a transparent fee refund policy strictly in accordance with UGC guidelines and applicable regulations of the University, as amended from time to time. Refunds, wherever applicable, shall be processed only as per the norms outlined below.

#### 1. General Conditions

1. Fee refund requests shall be considered only upon submission of a duly filled and signed Admission Withdrawal Form (**Annexure-I**).
2. Requests submitted via e-mail shall not be accepted under any circumstances.
3. International Students, as a special case, may scan and e-mail the duly filled withdrawal form.
4. Students are advised to carefully note the refund deadlines mentioned below.

#### 2. Refund Rules as per Time of Withdrawal

- A full refund of fees shall be made for all cases of cancellation of admission of students up to **30<sup>th</sup> September 2026**.
- Any cancellation / refund requests made from **01<sup>st</sup> October 2026** till **31<sup>st</sup> October 2026** shall be subject to a deduction of Rs. 1,000/- only as processing charges.

#### 3. Mandatory Bank Details Requirements

Students must ensure the following while submitting the withdrawal form:

1. The bank account **must** be in the name of the student only.
2. A cancelled cheque (with account holder's name clearly visible) or the first page of the bank passbook must be attached.
3. All bank details submitted must be clear and legible.
4. The withdrawal form must reach the University on or before 30th September 2026.

#### 4. Important Note

- Admission cancellation requests submitted through e-mail shall not be accepted under any circumstances, except for international students as stated above.
- **Filled and signed Withdrawal Form should reach the University by 30<sup>th</sup> September 2026 for full refunds and by 31<sup>st</sup> October 2026 for partial refund. Any application form that reaches after the designated dates will not be accepted.**

This notice is issued for strict compliance by all concerned.

  
Dr. Rohit Rathi  
Registrar



# The ICFAI University, Sikkim



Date:.....

## Application for Admission Withdrawal (AY 2026-27)

Name	:	.....
Father's Name:		.....
Application No.	:	.....
Program	:	.....
E-Mail	:	.....
Phone No.	:	.....

To,  
The Registrar,  
The ICFAI University, Sikkim

Dear Sir,

I wish to withdraw my admission due to following reasons and request for refund of fees paid.

.....  
.....

Bank details of the applicant

Bank Name : .....

Branch : .....

Account Holder Name: .....

Account No. : .....

IFS Code : .....

*That I have also enclosed a copy of the cancelled cheque and/or passbook.*

Signature of the Applicant

Signature of the Guardian