

CANCELATION / REFUND OF FEES TO STUDENTS (B.DES, BBA, M.DES & MBA) – AY 2024-25

S. No	Description	Deductions	Refund Permissible
1.	Students admitted to a Programme but inform CAES in writing about withdrawal / not joining the Programme before the commencement of Programme.	Rs.50,000/-	After deductions as stated, the balance amount shall be refunded
2.	Students joined the Programme, attended classes up to 10 calendar days and informed CAES in writing about withdrawal / not continuing the Programme. (OR) Students not attended any classes but informed CAES in writing about withdrawal / not continuing within 10 calendar days from the start of the Programme.	<ul style="list-style-type: none"> • Registration Fee (100%) • Tuition fees, Academic services fees / Infrastructure Fees & Technology Fees & (50%) 	<ul style="list-style-type: none"> • Tuition Fee, Academic services fees / Infrastructure Fees & Technology Fees (50%) • Security Deposit • Alumni membership fee
3.	Students joined CAES, attended classes for more than 10 calendar days but upto 30 Calendar days and informed CAES in writing about withdrawal / not continuing the Programme. (OR) Students not attended any classes but informed CAES in writing about withdrawal / not continuing the Programme between 11 and 30 calendar days from the start of the Programme.	<ul style="list-style-type: none"> • Registration Fee (100%) • Tuition Fee, Academic services fees / Infrastructure Fees & Technology Fees (75%) 	<ul style="list-style-type: none"> • Tuition Fee, Academic services fees / Infrastructure Fees & Technology Fees (25%) • Security Deposit • Alumni membership fee
4.	Students joined the Programme, attended classes for more than 30 calendar days and informed CAES in writing about withdrawal / not continuing the Programme. (OR) Students not attended classes but informed CAES in writing about withdrawal / not continuing the Programme after 30 calendar days from the start of the Programme.	<ul style="list-style-type: none"> • Registration Fee (100%) • Tuition Fee, Academic services fees / Infrastructure Fees & Technology Fees (100%) 	<ul style="list-style-type: none"> • Security Deposit • Alumni membership fee

Subject to submission of Undertaking

- If Student joined the Programme after 30 calendar days from the start of the Programme, the fees paid shall not be refunded by the Academy.
- Application for withdrawal / cancellation of admission shall be entertained via online Admission portal <https://bit.ly/PAdmissions> only.
- The processing of refund requests will take a minimum 3 weeks.
- In case of withdrawal under scholarship or discount or subsidy category, scholarship or discount or subsidy granted shall get withdrawn & refund shall be granted as per the normal fee structure;
- Any dispute in relation to withdrawal/refund/cancellation of admission shall be subject to the jurisdiction of Courts in New Delhi.

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Signature of the Applicant

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Signature of Parent / Guardian