

Any candidate who has been admitted to IIM Ranchi may cancel admission by submitting an application in duplicate in the prescribed form and may request for refund of fees. The refund of fees as applicable shall be made in due course. Refund shall be made after deduction of the cancellation charges as shown below.

Sr. No.	Situation	Refund
1	Request Received before date of start of academic session & seat could be filled by the Institute before the cut-off date	Entire fee less Rs. 1000/-
2	Request received after start of academic session & Seat could be filled by the Institute by waitlisted candidates	Entire fee less the Total fees (Tuition Development & Hostel Fee) on pro rata basis
3	Request received after start of academic session & seat could not be filled by the Institute	No Refund (except security deposit)

Note:

- Entire amount of Security / Caution Money Deposit is to be refunded to candidate.
- For calculation of amount on the pro-rata basis, one month shall be treated as one unit
- Any dispute will be subject to the jurisdiction of the High Court of Ranchi only.

Instructions

1. Please Send Filled in Form 1 to the following address along with a photocopy of your identity proof.

Admissions Office:
Indian Institute of Management Ranchi
Suchana Bhawan,
Audrey House Campus, Meur's Road
Ranchi 834 008, Jh, India

2. Along with Form also provide the following information for money transfer:
 - a. Beneficiary Name :
 - b. Bank Account No.:
 - c. Bank Name :
 - d. Branch Name :
 - e. IFSC Code:
3. If Beneficiary is other than student a declaration form (Form 2) needs to be filled and Identity proof of Beneficiary is required. In this case both Form 1 and 2 are required.

Form 1

Application for Cancellation of Admission PGDM/PGDHRM Session 2014-16

To,
The Director
Indian Institute of Management Ranchi
Ranchi

Date: _____

Sir,

I secured admission to the PGDM/PGDHRM in your Institute on _____.

I would like to cancel it due to the following reasons:

Name of the candidate: Ms./Mr. _____

(IN BLOCK LETTERS) (Surname) (Name)

CAT Registration No.: _____

Residential Address (As registered in the CAT Score Card)

Mob: _____

e_mail: _____

Fee paid: Rs. _____ (in words) _____

- (1) I am enclosing the Xerox of the Fee Receipt:
(No. _____ Dated _____)
(2) I am returning my Identity Card (Original).
(3) I am also returning the Study Materials.
(Strike out whichever is not applicable)

Kindly direct to return my original documents and refund the fees paid as per the rules.
Thanking you,

Yours truly,

Signature of the candidate

Form 2

The following Declaration is to be filled if the student does not have his own Bank Account Number

I ----- (Student's Name) hereby declare that I don't have any Bank Account in my name and hence, I am providing the Bank Account details of -----
----- (Name of the beneficiary) who is my -----
(Father/Mother). The details are as under:

Beneficiary Name : -----

Account Number : -----

IFSC Code : -----

Bank Name & Branch : -----

I have no objection in getting the refund in the above mentioned Bank Account. I shall remain solely & fully responsible in case of any discrepancy.

Further, I am attaching ----- (Copy of PAN Card, Driving Licence, Voter ID) as a proof of Identity for the above mentioned beneficiary.

Signature of the Student

Name :

CAT Regn No :