



Cancellation Request Form

Date of request			
Name			
Mobile			
Email			
Academic session			
Month of admission			
Course and specialization			
Course fee			
Total fees paid			
Balance fees remaining			
Payment mode	UPI	Online	Credit/Debit Card
Transaction number			
Date of payment			
Payment details / receipt attached			
Reason for cancellation			
Student bank details			
Account name (as per bank records)			
Bank name			
Account number			
IFSC Code			
Branch			

For office use only					
Refund % as per policy below	100%	90%	80%	50%	00%
Amount to be refunded as per policy					

Guidelines for Refund

If Student is not eligible for admission, the student is eligible for 100% refund except registration fees. The refund process is based on last date of admission batch closure.

- 100% Refund (If cancellation received 15 Days or more before the formal-closure date of admission batch)
- 90% Refund (If cancellation request received in less than 15 days before the formal closure date of admission batch)
- 80% Refund (If cancellation request received is 15 days or less after the formal-closure date of admission batch)
- 50% Refund (If cancellation request received in 30 days or less, but more than 15 days, after formal-closure date of admission batch)
- 00% Refund (If cancellation request received more than 30 days after formal-closure date of admission batch)
- . Transaction fee charges would not be refunded/ reversed under any circumstances for any refund/ reversal /chargeback and any other reasons. . Transaction fees charged would be borne by the cardholder for any payment.

1. The above-mentioned deductions would be made on total fees paid by the Student, provided that the Student is eligible for refund.
2. Eligible refund cases would take minimum 45 working days from date of receipt of cancellation request. Cancellation and refunds are at the discretion of the University.
3. Only emailed requests of this cancellation form will be accepted for processing.
4. Student can email the university mail esupport@cuedu.in for the same.

Note: - Students who have enrolled through EMI based Loan Facility offered through a Non-Banking Financial Company (NBFC) please refer the respective cancellation policy.

I have read the above cancellation policy and undertake to abide by the said policy of

the University. **Student Signature**