



MINAMS November 2023

## **Admission Cancellation Policy**

**Purpose:**

MINAMS is committed to protecting the continuation of study for all students and this policy sets out the arrangements which the Institute has in place to help ensure the achievement of that objective. This policy outlines the approach to considering whether tuition fees and other relevant costs (for example, mandatory course related costs) should be refunded.

**Scope and applicability:**

Students offered the program and have sought admission in the specified study program of the institute

**Admission cancellation:**

1. If a student does not opt to register the courses and also does not request for the semester dropping for two consecutive semesters, his/her admission shall automatically stand cancelled.
2. In case a student applies for cancellation of his/her admission, the following shall be applicable:
  - i) The application must have been recommended by the respective Principal of the School.
  - ii) There should be no outstanding dues against him/her.
  - iii) If the student is in the 1st semester, the request for the cancellation will be entertained within 60 days from the commencement of the semester.
  - iv) If the student is in other than the 1st semester and has never availed a chance, the request for cancellation will be entertained within 60 days from the commencement-of the semester.
  - v) If the student has availed a chance in first 3 semesters, his/her request for cancellation of admission will be entertained only within 30 days from the commencement of the semester.
3. The student once enrolled in the 6<sup>th</sup> semester but failing to complete degree requirement shall be declared as ceased to be the student of MINAMS.

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