

**WITHDRAWAL POLICY  
(Post-Graduate Programmes - Batch 2023-25)**

Any candidate who has been admitted to IIM Ranchi may send an e-mail request to cancel his/her admission. On receiving the request from the candidate, admission office will provide a withdrawal form to the candidate. The candidate is required to fill in and submit the prescribed form in duplicate for refund of fees. The candidate can send an advance scanned soft copy of the signed form in email, and the hardcopy through post/courier that should reach IIM Ranchi in three weeks from the date of the email.

An amount of Rs. 1000/- will be deducted towards processing fee if the request is received before commencement of the course, as per the Notification No.14-4/2007- U.3(A) from the Ministry of Human Resource Development, Department of Higher Education, Govt. of India forwarded vide letter dated F. No.21-166/2007-TS.II dated 18.05.2007. The balance amount after applicable deduction will be refunded by the mode of bank transfer to the account of the candidate only.

The refund of fees as applicable shall be made in due course and after deduction of the cancellation charges as shown in the table below:

Sl. No.	Situation	Refund
1	Request received <i>before</i> the last date of registration as mentioned in the candidate's offer letter	Entire fee less of Rs.1000/
2	Request received <i>after</i> the candidate registers for the programme and decides to leave the programme  AND  the seat consequently falling vacant is filled by another candidate before the last <i>permissible</i> date of admissions i.e 20/06/2023	Refund after proportionate deductions of monthly fee and proportionate deductions of hostel rent from the registration amount
3	Request received after the candidate registers for the programme and decides to leave <i>after</i> the last <i>permissible</i> date of admissions i.e 20/06/2023(*)	No Refund (except caution deposit and Alumni Fee)

\*Withdrawal Policy will remain sacrosanct if also, offer goes after permissible date of admission and a candidate withdraws after accepting the offer. There will be no refund (except caution deposit and alumni fee).

**Note:**

- For refund of caution deposit (if paid), candidate has to clear dues from all the concerned departments. Cost of books, welcome kit etc. will be adjusted from caution deposit
- Mess charges will also be adjusted on a Pro rata Basis.
- Any dispute will be subject to the jurisdiction of the High Court of Ranchi only.

## General Instructions

1. Please send the filled in Form 1 to the following address along with a photocopy of your identity proof by post, with an advanced copy to:  
[office.admissions1@iimranchi.ac.in](mailto:office.admissions1@iimranchi.ac.in).

*Address for sending hardcopy of the form:*

Admissions Office:  
Indian Institute of Management Ranchi,  
Prabandhan Nagar, Nayasarai Road Pundag,  
Ranchi 835303, Jharkhand, 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 Forms 1 and 2 are required.



**Form 1**

**Application for Cancellation of Admission to MBA / MBA-HR / MBA-Business Analytics Program Session 2023-25**

To  
The Director  
Indian Institute of Management Ranchi  
Ranchi

Date: \_\_\_\_\_

Sir,

I secured admission to the MBA/MBA-HR/MBA-Business Analytics program 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: \_\_\_\_\_

Email: \_\_\_\_\_

Fee paid: Rs. \_\_\_\_\_ (in words) \_\_\_\_\_

(1) I am enclosing the Photocopy of the Transaction receipt / Transaction Receipt:

(No. \_\_\_\_\_ Dated \_\_\_\_\_)

(2) I am returning my Identity Card (Original).

(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/Guardian). 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 (ID proof) / Aadhar Card / Voter ID (address proof) for the above-mentioned beneficiary.

\_\_\_\_\_  
Signature of the Student

Name : \_\_\_\_\_

CAT Reg. No.: \_\_\_\_\_