

EXECUTIVE MBA WITHDRAWAL FORM BATCH 2024-26

Any candidate who has been admitted to IIM EMBA PROGRAM Ranchi (2024-26) 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 the last date of registration as mentioned in the candidate's offer letter	Entire fee less of Rs.1000/
2	Request received after the start of the academic session & seat could be filled by the Institute by waitlisted candidates	Refund after proportionate deductions of monthly fee from the registration amount
3	Request received after the start of the academic session & seat could not be filled by the Institute by waitlisted candidates	No Refund (except caution deposit)

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.
- 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, 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:



EMBA WITHDRAWAL FORM

Form 1

Application for Cancellation of Admission EMBA Session 2024-26

To,
The Director
Indian Institute of Management Ranchi
Ranchi

Date: _____

Sir,

I secured admission to the Executive MBA 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)

Residential Address

Mob: _____

E-mail: _____

Fee paid: Rs. _____ (in words) _____

(1) I am enclosing the copy 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 refund the fees paid as per the rules.

Attached a copy of PAN Card/Aadhar Card of the beneficiary along with this application form.

Thanking you,

Yours truly,

Signature of the candidate