



भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

REFUND GUIDELINES –STUDENT ADMISSION FEES

1.) DEDUCTION OF ADMINISTRATIVE CHARGES

The Institute deducts administrative charges of Rs. 500/-(Rupees Five Hundred only) while rejecting the Registration applications of the candidates who have applied for CS Course and are not-eligible.

Once an application for registration is accepted by the Institute, no part of the fee is refunded under any circumstances. However, a person whose application for registration is not accepted is entitled to refund of fee paid by him subject to deduction of administrative charges, which presently are ₹ 500/- only.

2.) REJECTION OF PENDING APPLICATIONS AND DEDUCTION

During the 232nd Council meeting, it has been decided to reject and deduct 30% of fees out of the actual admission fees paid by the student in case any registration application submitted by the student is pending for more than one year.

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