



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

ICSI-CENTRE FOR
CORPORATE
GOVERNANCE
RESEARCH &
TRAINING

Dear Sir/ Madam,

Subject: Rules for refund of fees, if the event/ training programme get cancelled due to natural calamities/ catastrophe or any such unforeseen events.

The Management Committee of the ICSI-CCGRT has approved the following rules for refund of fees to students if the event/ training programs get cancelled due to unforeseen natural calamities:

Sr. No.	Notice period	Refund Criteria
i)	If candidate is providing information about the cancellation of his/her registration in writing before five working days from the date of commencement of trainings/academic programs booked for.	90% fees shall be refunded
ii)	If candidate is providing information about the cancellation of his/her registration in writing within five working days but before the day of the commencement of training/academic program	50% fee shall be refunded
iii)	If candidate is cancelling his/her registration in writing on the day of the commencement of the training/program	Nil Refund
iv)	If the training and/or program is cancelled by ICSI-CCGRT due to any administrative issues or due to any unforeseen circumstances or natural calamities of any kind	100% Fees shall be refunded

The above refund policy shall be applicable to all trainings programs/academic programs and events like workshop/ competitions etc. being conducted for the students and members.

For any clarification in this regards, you may write to undersigned at trupti.karkhanis@icsi.edu or ccgrt@icsi.edu

Thanking You.

Sincerely yours',

Dr. Trupti Amit Karkhanis
Director (Academics)
The ICSI-CCGRT
Navi Mumbai