



**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

### **Rules for refund of fees**

**(if any student withdraws his/her candidature from various training programs)**

The Council of the Institute has approved the following rules for refund of fees to students if any student withdraws his/her candidature from various training programs :

Sl No.	Notice period	Amount of fees to be refunded
i)	If candidate is providing information about the cancellation of his/her seat more than five working days prior to 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 seat five or less than five working days prior to the date of commencement of training/academic programs booked for or did not turn up for training/program without any prior information.	50% fee shall be refunded

The above refund policy shall be applicable to all trainings programs /academic programs being conducted for students, except MSOP, because refund rules for MSOP candidates are already defined under MSOP guidelines separately.

All concerned students are advised to take a note of it.

**Training/ 25.09.15**

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