

## **Medhavi Skills University** **Admission Cancellation Policy 2024-2025**

In compliance with the University Grants Commission (UGC) guidelines for the academic session 2024-25, Medhavi Skills University has established the following Admission Cancellation policy. This policy addresses the concerns of students and parents regarding the request/application for withdrawal of admissions.

The policy will take effect from 2nd May 2024, and will apply to all students admitted to the University Program for the academic session 2024-25 who enroll on or after May 2nd, 2024.

### **1. Cancellation Procedure:**

- Cancellation Request must be submitted through the registered student email ID in the university as per the specified format (Annexure-I) to [admissions@msu.edu.in](mailto:admissions@msu.edu.in) with the subject line: "Request for Enrolment Cancellation" within the cancellation window.
- The Cancellation will be initiated only after the receipt of the written application through email and will be completed within 30 working days.

### **2. Important Notes:**

- No cancellation will be granted under any circumstances if the cancellation request is made after 30 days from the batch commencement date.
- No Cancellation will be allowed for dissatisfaction of the applicant. In cases of dissatisfaction with services, the applicant can choose to be added to a different batch. However, the university holds the right to choose the new batch in which the Applicant will be added.
- Student getting Admission by fraudulent means or by concealment of facts. In such cases, the admission shall be cancelled at whatever stage the facts are discovered. If he/she has, however, in the meantime passed any examination or part of an examination, the same shall be cancelled.

This cancellation policy is subject to change as per the latest UGC guidelines and university regulations.