



OFFICE OF THE DIRECTOR (ADMIN) # GSFC University

Circular

GSFCU/ADMIN/CIR/BUS Service/1901

Date: - 24-08-2018

Sub: - **Cancellation Policy for the Bus Service.**

Management has approved following cancellation Policy for the Bus Service:-

Sr. No	Cancellation by Candidate	Amount of Refund	Date of Refund
1	Within 07 days from the first date of availing the service.	The fees paid will be refunded after deduction of 7.5% of the total fee.	One Month from the date of cancellation of Service.
2	Within 15 days from the first date of availing the service.	The fees paid will be refunded after deduction of 15% of the total fee.	One Month from the date of cancellation of admission
3	Within 1 month from the first date of availing the service.	The fees paid will be refunded after deduction of 30% of the total fee.	One month from the date of cancellation of admission.
4	After 1 month from the first date of availing the service.	No Refund	Not Available

Note: A candidate is required to submit the original bus fee receipt along with cancel cheque, with an application for cancelling the bus service & requesting for refund.

S P Bhatt

Director – Admin & Registrar I/C

To

All Concern

CC:

President – For kind information please (E-Copy)

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