

Request Letter for Refund

I _____ S/o/D/o _____ having: -
Mobile No.: - _____ Roll No: - _____
Address: - _____
Email Id: - _____ Course: - _____
Session: - _____ Online Ticket no. (if any) _____

Request Delhi Academy of Medical Sciences Pvt. Ltd/ DAMS Sky Pvt. Ltd. to refund my course fee as I am unable to continue due to the reason _____

Document attached _____

Bank Details for refund (Copy of cancelled Cheque attached)

Account No.

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Bank Name: _____
Name of Person: - _____

(Signature of Student)

Date

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For Administration: -
Received on ___/___/2___ by _____

Sign. Of admin. Officer: _____

Seal

Terms and conditions: -

- DAMS do not encourage/promise refund of course fees once admission is done. Student himself/herself have to check the compatibility of DAMS course/center before getting enrolled. The student himself /herself shall be solely responsible for course /schedule compatibility or otherwise.
However, DAMS reserve all right to refund fees in the exceptional cases for example death of student, at its sole discretion.
- No refund of Admission cum Scholarship Test fee shall be made under any circumstances whatsoever.
- In case student [request](#) for refund is accepted, then Rs.5000/- will be deducted as admin charges.
- No refund shall be made under any circumstances for joining the Short Term Courses like Crash Courses / Test Series Courses /Postal Course/CBT/DVT etc.
- If any student joins for course other than Short Term Courses and claims refund (subject to genuine reason) before the commencement of classes / course in the Institute: -
 - (a) Admission fee paid (with GST) shall be deducted
 - (b) Admin charge of Rs.5000/- shall be deducted
 - (c) Student must not have taken/avail any books/online services/E medicoz etc.
 - (d) Only the PDC's (if any) which have not been encashed on the date of refund application shall be cancelled / returned.
- All refund cheque will be issued in the name of student / parents only.
- For calculation of proportionate fees, class commenced till date of acceptance of refund application will be taken and not the number of classes actually attended by the student.
- **DAMS Management can withdraw/amend the refund policy at any time without any prior notice.**
- **This policy does not construe any guarantee to refund fees in any case at all.**
- **To accept and process refund request of student is the discretion of the management. Management can refuse to accept/process refund request of any student without any intimation/ explanation.**

Undertaking by student: I _____ hereby acknowledge that I have read the “Terms & Conditions” of refund of the Institute mentioned above and I hereby agree to abovementioned terms & conditions.

(Signature of Student)

Date