

SIES SOP Admission Cancellation & Refund Policy 2025

The student who wishes to withdraw admission should submit a written application letter along with their bank details to the SIES SOP Office or to adminsop@sies.edu.in

Please note the below policy:

1. Post Graduate Diploma in Packaging Science & Technology

The first year / second year PGDPST candidates who have paid the fees for their respective academic year partly / fully can withdraw the admission and be eligible for refund as per the SIES SOP Admission Cancellation & Refund Policy as given below, informed and agreed upon during the admission process.

Once the process is completed, the refund of the fees (if applicable) shall be processed within 15 days of written application. Refund of fees, if any, will be credited to the bank account details provided by the applicant in the application form. If any dues are to be collected, that will be deducted before a refund of the fees.

Refund of the fees shall be as per the table below:

Sr. No.	Percentage of Refund of Total fees*	Point of time when notice of withdrawal of admission is served to the Institute
(1)	100%	On or before 30 days from the date of admission taken. The institute shall deduct 5% of the total fees as processing charges from the refundable amount. In case of candidates taking provisional admissions where graduation results have not been declared, the notice of withdrawal of admission must be served to the Institute within 30 days of the result declaration.
(2)	0%	After 1 month from the date of admission taken.

* Total Fees: Rs. 1,48,680/- per year.

2. Graduate Diploma in Packaging Technology:

Candidates who have paid the part / full fees for pursuing the Graduate Diploma in Packaging Technology (Part Time or Distance Learning Mode) will not get any refund if the candidate wishes to cancel their admission after beginning the course.

3. Training Programs (Intensive Certificate Course in Packaging or any other course):

Candidates who have paid the fees for pursuing the Intensive Certificate Course in Packaging or any other training course shall not be able to claim refund if they wish to discontinue after the course begins.

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Registrar
SIES School of Packaging.