



INDIAN HIMALAYAN INSTITUTE FOR ADVENTURE & ECO-TOURISM

NAMCHI, CHEMCHEY, SIKKIM

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AFFIX
PHOTO

COURSE CANCELLATION & TRANSFER FORM

(Details to be filled/typed in CAPITALS only)

1. Name

Aadhar No.....

2. Course serial no. for which confirmation receivedcommencing on

3. Confirmation letter No. Dated.....

4. Course cancellation / Transfer (Circle the correct option)

5. Mention course number for transfer (course transfer fee applicable)

Course Ser. No. (a)(1st option) commencing on

(b)..... (2nd option) commencing on.....

Course transfer Fee Rs.....

(Criteria and fee for transfer of Courses is given in the Instructions on IHCAE Website)

Refund would be made within **30** days of receipt of cancellation/transfer form.

Receipt / UTR No & Date

(Attach printout/receipt for online/ NEFT/direct deposit in IHCAE account. Write your name & course serial no. on the reverse side of proof of payment. Cheque / Cash payment NOT acceptable.)

6. Bank Account No..... Bank Name and Branch.....

IFS Code..... (For refund of course fee)

7. I hereby certify that I am willing to cancel / transfer my name from the course for which I have received confirmation from IHCAE. I am in agreement with the cancellation/refund rules as mentioned on IHCAE website and will not claim any amount from IHCAE or its staff or Government in future. I am aware that this is the final settlement of any refund claim.

8. CANCELLATION CHARGES APPLICABLE ON ABOVE MENTION COURSES ARE:

a. RS.1,000/- (FOR SHIFITING COURSES)

b. 10% CHARGES ON PRIOR TO 1 MONTH FROM THE COMMENCEMENT OF ANY OF THE ABOVE SAID COURSE.

c. 15% CHARGES LESS THAN A MONTH FROM THE COMMENCEMENT OF ANY OF THE ABOVE SAID COURSE.

d. 20% CHARGES LESS THAN A WEEK FROM THE COMMENCEMENT OF ANY OF THE ABOVE SAID COURSE.

e. NO REFUND AFTER THE COMMENCEMNT OF ANY OF THE ABOVE SAID COURSE

Date.....

Place.....

.....
Signature of the applicant
Guardian (in case of minor)