Procedure for Refund of Remedial Payment

Please find below the procedure for Refund of Payment for Remedial registrations:

1. Student should sent a mail to **acroffice@blr.amrita.edu** from their Amrita Mail ID with the following details:

   - Mode of Registration (Re-registration / Runtime Redo / Contact / Supplementary).
   - Amount Paid
   - Date of Payment
   - Number of Cancelled Courses (with Course Code and Course Name)
   - Amount to be Refunded
   - Account Number (to which payment to be refunded)
   - IFSC Code
   - Bank Name and Branch

2. After verification, Campus Academic Coordinator will approve the Refund Request by sending a mail to Accounts Department.

3. Accounts Department will process the Refund request.