

Indian Institute of Management Visakhapatnam
Candidature Withdrawal Policy for Executive Education Programs

Introduction:

The withdrawal policy for the Executive Education Programs (EEP) of the Indian Institute of Management Visakhapatnam (IIMV) aims to provide clarity and guidelines regarding the process and consequences of withdrawal from the management development programs and the open certificate programs. This policy applies to all participants enrolled in the EEP. By enrolling in the Executive Education Program, participants agree to abide by the terms and conditions of the withdrawal policy as outlined below.

1. Management Development Programs (Institute initiated)-

- 1.1. If a participant who has confirmed attendance fails to attend the program, the program fee will not be refunded unless the participant provides advance notice of withdrawal from the program at least two weeks before the program's start date.
- 1.2. However, if the program is cancelled by IIM Visakhapatnam due to circumstances beyond its control, the program fee(s) will be refunded to the sponsoring organization/person involved.
- 1.3. For any queries or assistance related to withdrawal from the institute MDP, participants may contact the program office at the following:
- 1.4. All communication related to withdrawal from the institute MDP should be directed to the EEP office as detailed below:
 - Email: eep-office@iimv.ac.in
 - Phone: +91-891-2824457

2. Management Development Programs (Capacity Building)-

- 2.1. The list of participants is provided by the client organization.
- 2.2. If a participant who has confirmed attendance fails to attend the program, the client organization might either nominate some other participant or have a smaller cohort as per program specific discussions.
- 2.3. However, if the program is cancelled by IIM Visakhapatnam due to circumstances beyond its control, no invoice will be generated for the program.

3. Open Certificate Programs (with Engaged Agencies)-

3.1. Withdrawal Request -

- 3.1.1. Participants who wish to withdraw from the open certificate programs must submit a written request for withdrawal to the engaged agency. The request should include the participant's full name, program details, and reasons for withdrawal.
- 3.1.2. The withdrawal request should be submitted at least 10 days prior to the commencement of the program.
- 3.1.3. After receiving the information from the engaged agency, the EEP office will acknowledge the receipt of the withdrawal request and initiate the necessary procedures for processing the withdrawal.

3.2. Refund Policy -

- 3.2.1. If the participant withdraws before 10 days of the commencement of the program, whichever is earlier, they will be eligible for a full refund of the program fee, after deducting administrative charges*. The application fee will not be refunded.
** Administrative charges may vary based on the administrative overheads incurred by the EEP office and engaged agency.*
- 3.2.2. If the course material has been shared with the participants already, the cost of the study material will be adjusted in the refund.



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- 3.2.3. If the participant withdraws after the program's commencement, no refund will be provided.
- 3.3. Refund Disbursement -
 - 3.3.1. The refund, if applicable, will be processed within 30 days from the date of receiving the withdrawal request.
 - 3.3.2. The refund to the participant will be issued by the engaged agency. IIM Visakhapatnam will either raise an invoice after deducting the fee of the withdrawn participant or raise a credit note if payment has been made.
- 3.4. Consequences of Withdrawal -
 - 3.4.1. Participants who withdraw from the open certificate programs will no longer have access to program materials, online resources, and any benefits associated with the program.
 - 3.4.2. Participants who withdraw after the program's commencement will not receive a certificate of completion or any academic credit for the program.
- 3.5. Amendment to Withdrawal Policy -
 - 3.5.1. The withdrawal policy is subject to change at the discretion of the Indian Institute of Management Visakhapatnam.
 - 3.5.2. Participants will be notified of any updates or modifications to the policy in a timely manner.

Note: This withdrawal policy is subject to the terms and conditions set forth by the engaged agency. Participants should refer to the agency's policies for detailed information regarding withdrawals, refunds, and transfers.

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