

Admission Cancellation process

- Applicant/student has to simply send an cancellation request to rcvaranasi@ignou.ac.in.
- Request has to be sent from the applicant/student's registered email id. It is mandatory to mention the control number/registered email id in the email or students can attach an admission document in the email. It is mandatory for tracing the applicant's admission form.
- Refund is usually processed within 90 days by the IGNOU HQrs. Refunds will be returned to the account from which payment has been made.
- If any student received books from the IGNOU, then the same should be returned to the Regional Centre, Varanasi under proper acknowledgement. The acknowledgement is required by the Regional Centre for processing your refund request.
- Refunds are not processed by the Regional Centre. It is processed by the SRD, IGNOU HQrs. The email ids and contact details of the concerned section are as under:
 - ✓ Email ids : csrc@ignou.ac.in,
feerefund_srd@ignou.ac.in,
registrarsrd@ignou.ac.in
 - ✓ Phone Numbers: 01129571528, 01129571302,
01129571301