
Norms for Refund of Security Deposit:

A learner is eligible to claim refund of Security deposit on following conditions only.

- a. Should have completed the program which he/she had enrolled for or the maximum duration of the Program has expired.
- b. If the learner wants to apply for refund of security deposit without completing the program then the maximum duration of the program should be over.
- c. On seeking transfer from ICA to different PI / Study Center.

Following procedure is to be followed and documents to be produced to claim refund of security deposit:

1. Require to submit a written application or forward an e-mail to Coordinator along with the original copy of the Cash Receipt provided at the time of Admission (scanned copy accepted on condition of submitting original copy at the time of collecting the Security Deposit)
- d. Candidate must have collected all original grade card and pass certificate from the center (in case of Course completion) or Transfer letter has been issued by the University (in case of Seeking Transfer).
- e. Should obtain clearance from the Library.
- f. Should obtain clearance from Accounts.
- g. While collecting the Security Deposit should submit original Student ID card and Library Card issued by the Study Center.

The process of refund of security deposit will take 15 (Fifteen) working days from the date of receipt of Application.

Note: 1. Security Deposit was implemented by ICA from July 2007 session onwards where the amount was NRs. 3000/- and it was applicable only for that session and from January 2008 session to January 2014 session the amount was revised to NRs.1500/- and from July 2014 session onwards again the amount was revised to NRs 1000/-

2. Students seeking transfer to ICA from other PI / Study Center require to pay Security Deposit and Library charges.