

IMPORTANT TO KNOW BEFORE ORDERING YOUR EVENT PASSES

1. You will need your User ID & password to log in to buy passes.
 - a) Your User ID is the primary email ID used for your profile.
 - b) Your User ID & password were sent via email when you first registered as an Alumni.
 - c) Please keep your Indian Credit/Debit Card/Net banking info ready for payment.
Note: currently our payment gateway is not set up to accept Foreign credit cards or bank transfers from overseas accounts (including Nepal).
 - d) As per Income Tax Act the purchaser will need to upload a scanned copy of his/her PAN card or any valid Photo ID with address.

2. Registration Fee: A ONE-TIME Registration Fee of INR 500 per person is levied to off-set administration costs. You do NOT need to buy passes in one transaction or at one time. You may buy event passes in separate transactions for yourself and your guests. The Registration fee will be charged only the FIRST TIME that you purchase the passes. The next time you return to buy additional passes for the SAME person/name, the Registration fee will NOT be charged.

3. You can purchase Event Passes for your family & friends (Name of guest per their valid photo ID is required)
 - All Passes will have a QR code
 - Event Passes are non-transferable.
 - Purchased passes will be emailed to the purchaser's email ID. You can forward the passes to your guests. FYI - You can also download/print the passes from "My Order"

4. On the day of the event:
 - a) Please bring a printed (paper) copy of the Event Pass to the gate.
 - b) Event Pass purchased with a valid photo ID is required to enter College premises.
 - c) For security reasons, "in and out privileges" from the College Campus will not be permitted.

5. Refund of Passes: In the unlikely event you need to cancel your purchase, please access "My Order" to request a cancellation.
 - a) All refunds will be processed by 31st Dec. 2019. For questions please email LMGAA2007@GMAIL.COM
 - b) You will receive:
 - i. A full refund for cancel requests received by 31st Oct., 2019
 - ii. 50% refund for cancel requests received by 14th Nov.,2019
 - iii. 15th Nov. onwards no refund is due