Steps for Re-Registration Fees Payment

Please follow the below mentioned steps to successfully complete Re-Registration of Courses and Payment of Fees. This procedure is only applicable to the students who have already submitted the duly filled and certified Re-Registration Form in the Exam Section.

1. Login to Student Account with the link https://klsgroup.dhi-edu.com/klsgroup_git

2. Go to **Course Enrollment** Tab on Left Nav.

3. Click on **Courses to Enroll** Tab.

4. In **Courses to Enroll** Tab, click on **Backlog Subject** Tab and you will find list of failed courses available for re-registration.

5. Select the courses for re-registration same as submitted in the Re-Registration Form.

6. Click on **View Rules/Send for Approval** Button to submit the re-registration of courses for approval.

7. Wait for maximum of 1 Day for Approval.

8. Once the status of courses is **Approved**, Click on **Enroll** Button and proceed with the payment option.

9. The Re-Registration Fees Details:

a. Re-Registration Fees is **Rs. 3,000/-** Per Course. (For UG Courses)

b. Re-Registration Fees is **Rs. 4,000/-** Per Course. (For PG Courses)

10. Click on Pay Online Button to pay the Re-Registration Fees Online.

11. Once the successful payment is done, the re-registration process is complete.

12. After successful payment, please submit the **Receipt Copy** of Re-Registration Fees available under **My Receipts Tab** in the Examination Section.

13. For any clarifications and problems, please WhatsApp to **+91 9449650582**.

14. The Last Date for Payment of Re-Registration Fees is **08.05.2023**.

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