

## FEE REFUND POLICY

### Rules for Refund of Academic Fee

As per UGC guidelines, a candidate/students is entitled for fee refund only before the last date of admission of the respective course, provided the vacated seat is filled by another candidate/student. The fee refund for these cases will be done as stated below:-

### In Case Candidate/Student Opts For Refund Before The Start Of The Academic Session

In case a candidate/student surrenders his/her seat before the start of academic session of the respective course then the entire fee collected from the student, after a deduction of Rs. 1000/- (Rs.1000/- towards processing charges and counseling fee) will be refunded by the University to the student/candidate withdrawing from the respective course. The certificates in original will be returned to the candidate/student. The application form fee of Rs. 1000/- once paid is not refundable in any circumstances.

### In Case Candidate/Student opts for Refund after the Start of the Academic Session

The certificates in original will be returned to the candidate/student.

The application form fee of Rs. 1000/- once paid is not refundable in any circumstances.

<b>100% fee refund</b>	In case a student decides to withdraw “15 days or more” before the commencement of session.
<b>90% fee refund</b>	In case a student decides to withdraw “less than 15 days” before the commencement of session Or Last date of admission.
<b>80% fee refund</b>	In case a student decides to withdraw “within 15 days or less” after the commencement of session Or Last date of admission.
<b>50% fee refund</b>	In case a student decides to withdraw “between 16 days and 30 days” after the formally notified Last date of admission.
<b>NIL</b>	In case a student decides to withdraw after 30 days of the Commencement of Session Or formally notified Last date of admission.

## Important Notes:

1. Please note that for the purpose of refund, the Date of Receipt of Complete Application in the Admission office will be considered as the date of surrender of the seat.
2. Only original application duly signed by the candidate/student and countersigned by parent or Guardian will be considered as seat surrendered.
3. Postal delay is not the responsibility of the University and date on which application received in the admission office will be considered for refund.
4. Refund will be made only after the candidate/student has surrendered the Original Fee Receipt, ID card (if issued), Original Loan Letter (if issued) and any other document as required by the University.
5. Fee refund through cash/online transfer/DD/cheque will be processed within the 15 days.