

REFUND RULES

- Student is required to deposit advance tuition and other fee for the Semester/Year in which he/she is to engage in the academic activities.
- In case a student opts for withdrawal of admission, he/she shall forward his/her application for withdrawal through the concerned Dean / Head of the Department. Once the office of the Dean Academic Affairs receives the application, the admission of the student shall be deemed to be cancelled. No plea for re-admission shall be considered afterwards for any reasons whatsoever.
- In case a student chooses to withdraw from the programme of study in which he/she is enrolled, the following five-tier system for the refund of fees remitted by the student is to be followed:

S. No	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is served to university
1	100%	<i>15 days or more before the formally notified last date of admission.</i>
2	90%	<i>Less than 15 days before the formally notified last date of admission.</i>
3	80%	<i>15 days or less after the formally notified last date of admission.</i>
4	50%	<i>30 days or less, but more than 15 days, after formally notified last date of admission.</i>
5	00%	<i>More than 30 days after formally notified last date of admission.</i>

- In case of (1) in the table above, an amount of 5% of the fees as processing charges will be deducted from the refundable amount subject to a maximum of Rs. 5,000/-
- The University will follow the said system and the additional deductions shall not be above Rs. 5000/- in addition to the deductions mentioned in the table above which shall be as under:
 - a) *Admission Fee will not be refunded in any case.*
 - b) *Full Security Fee shall be refunded irrespective of time of withdrawal.*
 - c) *Hostel rent/Bus Fee is refundable on pro-rata monthly basis.*
 - d) *There shall be a cancellation fee of Rs. 2000/- for cancellation of admission*