

REFUND POLICY FOR ACADEMIC FEE

With reference to the UGC guidelines, in the event of a student / candidate withdrawing before the starting of the Programme, the waitlisted candidates should be given admission against the vacant seat. The entire fee (Academic) collected from the student shall be refunded by the University to the student / candidate withdrawing from the Programme as per detail below:

S. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served/received in University
1.	100%	15 days or more before the formally-notified last date of admission.
2.	90%	Less than 15 days before the formally-notified last date of admission.
3.	80%	15 days or less after the formally-notified last date of admission.
4.	50%	30 days or less, but more than 15 days, after formally- notified last date of admission.
5.	00%	More than 30 days after formally-notified last date of admission.

**(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*

NOTE:

- i. In case of Sr. No.1 in the table above, the University shall deduct an amount of 5% of the fees paid by the student subject to a maximum of ₹ 5000/- as processing charges from the refundable amount.
- ii. Those candidates, who will cancel their admission before Registration / Document verification but within one month from the last date of admission, are required to cancel their seat through Online Portal for refund of academic fee and security. No other mode of request for cancellation of seats for refund of academic fee and security shall be entertained.
- iii. Those candidates who will cancel their admission after registration and commencement of classes with one month from the last date of admission are required to cancel their seats through Online Portal only and submit "No Dues Certificate" along with application for the refund of academic fee and security.
- iv. Those candidates who will cancel their admission after registration and commencement of classes after one month from the last date of admission are required to cancel their seats through Online/Offline Mode and submit proforma for refund of academic security along with "No Dues Certificate" and application form.
- v. Academic security money will be refunded only after completion or quitting of the respective programme within one year from the date of completion or quitting the programme. No request for refund of security (Academic & Hostel) will be entertained after six months and security money of such students will be **forfeited**.
- vi. The students is required to submit their applications with duly filled No-Dues form (offline/online), for refund of their Academic/ Hostel Security within six month from the declaration of their final semester result.