

STUDENT FEE REFUND POLICY

The student may cancel admission by submitting an application for cancellation and may request for refund of fee. The student entitlement of refund, amount of refund and the circumstances are as follows:

Situation	Amount to be Refund
Refund request received more than 15 days before the formally notified last date of admission	5% deduction maximum upto INR 5000
Refund request received on or after the Formally notified last date of admission	Less than 15 days before the formally notified last date of admission – 10% deduction on total fee paid Less than 15 days after the formally notified last date of admission – 20% deduction on total fee paid 30 days or less but more than 15 days after the formally notified last date of admission – 50% deduction on total fee paid More than 30 days after formally notified last date of admission – No Refund
Refund request to be processed within 30 - 45 working days from the receipt of submitting the supporting documents	

NOTE: This refund and cancellation procedure is based on the UGC guidelines, in this regard as contained in UGC notification on refund of fees and non-retention of original certificates of October 2018. [https://ugc.ac.in/pdfnews/5437737 UGC-Notice-reg-Fees-refund-Eng.pdf](https://ugc.ac.in/pdfnews/5437737%20UGC-Notice-reg-Fees-refund-Eng.pdf)

NOTE: The above mentioned dates are subject to revision based upon the directive(s) received from UGC/Central Government/State Government pertaining to the Last Date of Admission and Program Commencement Date(s)