

## Mode of Refund of Fees and Deposits

### A) Mode of Refund of Fees and Deposits

#### As per notification of University Grants Commission in October 2018

If a student chooses to withdraw from the programme of study in which he/she is enrolled, the following five-tier system shall be followed for the refund of fees remitted by the student.

It shall be applicable to Undergraduate, Postgraduate and Research Programmes run by universities included under Section 2(f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under section 3 of the UGC Act.

Sr. No.	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received in the HEI (Higher Education Institution)
1	100%	15 days or more <b>before</b> the formally-notified last date of admission  (For this case only - The higher education institution shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.) (Here it is assumed that student pays full fees for the concerned programme for full academic year at the time of admission)
2	90%	Less than 15 days <b>before</b> the formally-notified last date of admission
3	80%	15 days or less <b>after</b> the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days <b>after</b> the formally-notified last date of admission
5	00%	More than 30 days <b>after</b> formally-notified last date of admission

Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.