

Refund Policy for withdrawal of admission (UG & PG Courses)

Dear prospective UG & PG students,

In adherence to the guidelines outlined by the University Grants Commission (UGC), we would like to provide you with information regarding the procedure for the refund of admission fees in case of cancellation.

If you find it necessary to cancel your admission after the payment of fees, you are required to submit a formal request for a refund of the admission fees. Along with the admission cancellation form, please ensure to furnish copy of **Cancelled Cheque** for seamless processing.

Refunds will be processed as per the following criteria till further notification receive from UGC for respective academic year.

Category	% of refund of fee @	Point of time when notice of withdrawal of admission is received to College
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 day 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.

@ Please note that the refund of fees, as applicable, will be disbursed within 30 working days from the date of cancellation. The refund will be initiated through Bank transfer / NEFT only.

In case (1). In the table above, the College concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

***The above refund of admission fees criteria obtained from the UGC notification released in October 2018.**

We appreciate your attention to this matter and assure you of our commitment to facilitating this process efficiently and transparently.


30/4/2024