

Rules for Refund of Fee on account of withdrawal/cancellation of admission etc.

| | Reasons for seeking refund | Quantum of fee to be refunded |
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| a) | When a student applies for withdrawal of admission upto 31 st July. | Full fee after deduction of Rs. 500/-and full examination fee. |
| b) | When a student applies for withdrawal of admission on or after 1 st August till three working days before the last date of admission (including the last day of admission). | Full fee after deduction of Rs. 1000/- and full examination fee. |
| c) | When a student applies for withdrawal of admission after three clear days of the last date of admission | No fee will be refunded, except the examination fee. |
| d) | When admission is made inadvertently due to error/omission/commission on the part of the University/college | Full Fee and full examination fee. |
| e) | When cancellation of admission is due to concealment /falsification of facts, submission of false/fake certificate(s), providing misleading information by the student or for any error/mistake on the part of the student. | No fee will be refunded. |
| f) | In case of Migration of a student in III semester from one college to another college (if permissible under the University rules), up to 31 st August of the year of migration. | Full fee after deduction of 20% of the total fee and full examination fee. |
| g) | When a student of a Self Financing course applies for withdrawal of admission on or before the last date of admission | Full fee after deduction of Rs. 1000/- and full examination fee. |
| h) | If a student provisionally admitted to a course on declaration of the result of his qualifying examination/compartmental examination becomes ineligible for admission and his/her admission is cancelled. | Full fee after deduction of Rs. 1000/- provided that he/she applies for refund in the same Financial Year. |
| i) | In case a student after his/her admission expires within one month of the last date of admission. | Full fee including examination fee will be refunded to his/her parents. |
| j) | In case an M.Phil. or Ph.D. student applies for withdrawal of admission within seven days of the date of admission. | Full fee after deduction of Rs. 500/- |
| k) | If an M.Phil. or Ph.D. student pursuing Course discontinues his/her study or withdraws his/her admission after seven days of the date of admission. | 50% of the total fee. |
| l) | In case admission to the Ph.D. course is offered at a later date and the student withdraws his/her admission within one month | 50% of the total fee. |
| m) | When a student has been allowed to change the course of study in the same college or within the departments of the University. | After adjustment of fees already paid the student will be required to pay the remaining amount due as prescribed for the new course. In case the student paid in the previous course more than the amount due for the second course, the excess amount will be refunded/adjusted towards further month/s fees |

Sanjay Malhotra

Dr. Sanjay Malhotra
Offg. Principal