

Cancellation Rules & Refund Policy: 2024-25

(As per the UGC Notification on Fees Refund on Fees dated: 10-10-2018 Pre-COVID)

[Applicable for all programs first year admissions only]**Five-tier Cancellation Rule and Refund Policy**

Sr. No.	Percentage of Refund of Aggregate fees*	Deduction of Processing Charges applicable on annual fee (Irrespective of deposited amount)	Point of time when notice of withdrawal of admission is served
1	95%	5% (Subject to maximum of Rs. 5000/-)	15 days or more before the formally notified last date of admission
2	90%	10%	Less than 15 days before the formally notified last date of admission
3	80%	20%	15 days or less after the formally notified last date of admission
4	50%	50%	30 days or less but more than 15 days, after the formally notified last date of admission
5	0%	100%	More than 30 days after the formally notified last date of admission

Formally notified last date for admission will be declared by the university looking after the timely circular and guidelines release by government bodies.

- 1. Contingency fees and registration fees are not refundable in nature.**
- No fees will be refunded if the application for cancellation is received more than 30 days after the formally notified last date of admission.
- Enrolment, examination and other fees are payable separately.
- In addition to the above fees, if any taxes (GST & other taxes etc.) would be introduced by Govt; then this will be charged extra from the students.
- Refund of fees ordinarily takes 15 office working days from the receipt of completed cancellation form with supportive documents.

Formally Notified Last Date: **August 14, 2024 (Tentative)**

Note:

- Cancellation rules may be revised as per the directives of UGC/AICTE/other applicable regulatory bodies.
- Deduction slabs and other processing charge will not depend on date of admissions.
- It is inclusive of annual tuition fee and non-tuition fee but exclusive of contingency and registration money.
- The above deductions slabs and processing charge for cancellation cases will not depends on deposited amount, if the deposited amount is less, then candidate needs to pay the remaining amount.
- Mail based/verbal cancellation will not be processed. Complete cancellation documents duly signed by respective student and parent will be processed only.