

RULES FOR FEE REFUND

(As per Ordinance 32 of the University)

Refund of Fees in case of cancellation / Withdrawal of Admission:

1. In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to refund of fees subject to the following rules:
 - a) Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Dean of the School concerned;
 - b) In case a student submits application for withdrawal / cancellation of admission prior to the commencement of the academic session, he/she shall be refunded all fees and deposits after a deduction of `1000/- (Rupees One Thousand only), being the processing fees;
 - c) In case a student submits application for withdrawal/cancellation of admission after the commencement of the academic session but prior to the closing date of admission such that the seat consequently falling vacant is filled up by another candidate from the waiting list, by the last date of admission, he/she shall be refunded fees with proportionate deductions of monthly fees;
 - d) In case a student submits application for withdrawal / cancellation of admission after the last date of admission is over such that the seats consequently falling vacant could not be filled up by another candidate from the waiting list, he/she shall be refunded only the Security Deposit / Caution Money;
 - e) If a student owes any money to the university on account of any damage, he/she may have caused to the university property, it shall be deducted from the Security Deposit due to him along with outstanding Tuition Fee and fines, if any.

Refund of Security Deposit / Caution Money etc.:

2. Security Deposit / Caution Money are refundable, on an application from the student on his/her leaving the university, after deducting all dues, fines and other claims against him.
3. In case a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the university, it shall be considered to have been donated by him/her to the Students' Aid Fund. *(Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the university).*