

Refund Rules

If a prospective student chooses to withdraw from the programme of study in which he/she has been offered /given admission provisionally/final, following five-tier system for the refund of fees will be followed according to the guideline from UGC, however, this would be revised time to time depending on the revision of UGC guideline.

S. No	Percentage of Refund of Aggregate Fees	Point of time when notice of withdrawal of admission is received in the university
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 date of admission.
4	50%	30 days or less, but more than 15 days AFTER the formally- notified last date of admission.
5	0%	More than 30 days AFTER the formally- notified last date of admission.

Application fee, wherever applicable, once remitted shall NOT be refunded under any circumstances.

Fee Refund Procedure

Student needs to submit an *Admission withdrawal letter* to the concerned Admission Department or the Dean of Students Welfare, and the same letter is to be submitted to the Registrar's Office for processing the fees refund.