

21. REFUND OF FEES

In case of UGC courses/ programmes, the following clause of UGC vide Notification dated October, 2018 for "Remittance and Refund of Fees" will be followed:

- 4.1.3. If a student chooses to withdraw from the programme of study in which she/he is enrolled the institution concerned shall follow the following five-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received in the Higher Educational Institutions (HEI)
(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 formally-notified last date of admission.
(5)	00%	More than 30 days after formally-notified last date of admission.

- 4.1.4 In case of (i) in the table above, the Higher Educational Institutions (HEI) concerned shall deduct an amount not more than 5% of the fees paid by the students, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.

- 4.1.5 Fees shall be refunded by all Higher Educational Institutions (HEIs) to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

AICTE Refund Policy be followed for Refund of Fee in case of AICTE approved programmes i.e. B.Tech., M.Tech., MBA, MCA, B.Pharm., M.Pharm. The refund is not required to be linked with the vacancy of seats, in the institutions. The requests for refund of fees will be processed in

accordance with AICTE's provisions under the rules for AICTE programmes. After that only caution money will be refundable.

Further, the Refund Policy of UGC/AICTE received from time to time will be followed for refund of fees in case of UGC/AICTE programmes.