



CANCELLATION RULES AND REFUND POLICY

2024-25

(As per the UGC Notification on Fees Refund)

If a prospective student chooses to withdraw from the program 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 :-

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 commencement of classes (as notified in Academic Calendar). Only Rs. 1300 /- as processing fee will be deducted.
2	90%	Less than 15 days before the commencement of classes. (as notified in Academic Calendar).
3	80%	15 days or less after the commencement of classes (as notified in Academic Calendar).
4	50%	30 days or less, but more than 15 days after the commencement of classes (As notified in academic Calendar).
5	0%	More than 30 days after the Commencement of classes (as notified in Academic Calendar).


The Admission cell shall be the **Nodal Agency** for processing refund applications. Candidates will be required to fill the Fee Refund Form and get it approved from Registrar office.

- Cancellation rules may be revised as per the directives of UGC.

- No fees will be refunded if the application for cancellation is received after 30 days after the Commencement of classes (as notified in academic calendar).
- After the generation of enrollment no., if the admitted student wishes to cancel his/her admission then he/she must pay the fee for the full tenure of the program.
- Refund will be made only after the candidate/student has surrendered the Original Fee Receipt, ID card (if issued), Original Loan Letter (if issued) and any other document as required by the University.
- Under the circumstances of cancellation because of any disciplinary action, no refund will be paid against any Academic and/ or Hostel and/ or Other Fees.
- Entrance Examination Fees / Application Form Fees, Enrolment, examination fees are non – refundable.
- Refund of fees ordinarily takes 15 working days from the receipt of complete cancellation form with supportive documents.

Copy to;

- The Hon'ble Principal
- Admission Cell
- Controller of Examination
- All HODs/ Departments
- Notice Board
- Office Copy


Principal
SRI KRISHNA OUTT ACADEMY
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