

TRANSPORT REFUND POLICY FOR 2017-18

The refund of transport charges / fee deposited by the students to avail the transport facility for the Academic Session 2017-18 shall be governed by the policy laid out as hereunder:

1. The withdrawal of the transport facility, once availed, is not permitted.
2. Although the facility once availed, can't be withdrawn but the students may be permitted to withdraw the facility and the refund of transport charges /fee may be claimed only on account of the reasons given below:
 - a) Admission withdrawn
 - b) Shifting of residence to nearby locations of the campus or where the transport facility of the university is not available
 - c) Availed the off-campus hostel facility of the University
3. The refund will be processed only after making applicable deduction from the deposited amount or collecting applicable transport charges as per the table given hereunder. The deduction / charges applicable will be calculated on the total annual transport charges for the whole session 2017-18;

S. No.	Withdrawal / submitted	Amount of deduction / Tpt. charges applicable
A	Before commencement of classes	No Deduction
B	Up to 30 th days from the date of commencement of classes	25%
C	From 31 st day to 60 th day from the date of commencement of classes	50%
D	From 61 st day to 180 th day from the date of commencement of classes	75%
E	After 180 th day	100%

4. The application for refund / adjustment of transport charges or withdrawal of the facility, duly verified by the Registrar / DR / AO / Principal should be submitted with the Transport Department. The application of withdrawal of the facility will be processed further by the Transport Department itself.
5. Transport ID Card and Transport Fee Receipt in original will be required alongwith the Transport Withdrawal Application / Request to process the case for Refund / Adjustment.