

**Subject: Revised guidelines regarding refund of fee (2019-20 onwards) for programmes other than Engineering, MBA, MCA and B.Arch.**

It is hereby notified for the information of all concerned that as approved by the Competent Authority, **Revised Refund of fee guidelines for the programmes other than Engineering, MBA, MCA and B.Arch.** as notified by the UGC in October, 2018, shall be implemented w.e.f. academic session 2019-20 onwards in the following manner:-

S. No.	Refund Percentage of fee	Point of time when notice / application of withdrawal of admission is served to Higher Educational Institution
1.	<b>100%</b>	In case a student decides to withdraw <b>15 days or more before</b> the formally notified last date of admission. Not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/-, will be deducted as processing charges.
2.	<b>90%</b>	In case a student decides to withdraw <b>within 15 days before</b> the formally notified last date of admission.
3.	<b>80%</b>	In case a student decides to withdraw <b>within 15 days after</b> the formally notified last date of admission.
4.	<b>50%</b>	In case a student decides to withdraw <b>between 16 days and 30 days after</b> the formally notified last date of admission.
5.	<b>NIL</b>	In case a student decides to withdraw <b>after 30 days</b> of the formally notified last date of admission.
6.	The entire caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.	
7.	Refund of fees shall be made by the HEIs within 15 days of receipt of a written application from a student.	