

**Cancellation Rules & Refund Policy: 2022-23**  
**(As per the UGC Notification on Fees Refund on Fees)**  
**[Applicable for first year admissions only]**

1. If a student chooses to withdraw from the program of study in which he/she has been offered/given admission provisionally/finally, following four-tier system for the refund of fees will be followed: -

Sr. No.	Percentage of Refund of Aggregate fees*	Deduction of Processing Charges applicable on annual fee (Irrespective of deposited amount)	Point of time when notice of withdrawal of admission is served
1	100%	(Deduct Rs. 550/- Only)	Up to August 14, 2022
2	80%	20%	August 15 to August 30, 2022
3	50%	50%	August 31 to September 15, 2022
4	0%	100%	September 16, 2022 Onwards

2. Cancellation rules may be revised as per the directives of UGC.
3. No fees will be refunded if the application for cancellation is received after September 16, 2022 onwards.
4. After the generation of enrolment no if the admitted student wishes to cancel his/her admission then he/she must pay the fees for the full tenure of the program.
5. Enrolment, examination and other fees are payable separately.
6. Refund of fees ordinarily takes 10 office working days from the receipt of completed cancellation form with supportive documents.

