



### CANCELLATION OF ADMISSION :

- i. If a student desires to cancel his / her admission for a bonafide reason, he /she will have to apply to the concerned Associate Dean of the College.
- ii. After receiving duly signed admission cancellation request letter from the candidate, the Associate Dean of the college shall cancel the admission immediately and inform the university regarding vacancy generated due to cancellation.
- iii. If a student cancels his / her admission and applies to the Associate Dean of the College is eligible to get refund of fees as per given below-

Sr. No.	Percentage if Refund of Aggregate fees	Remarks
1	100%	15 days or more <b>before</b> the formally-notified last date of admission
2	90%	Less than 15 days <b>before</b> the formally-notified last date of admission
3	80%	15 days or less <b>after</b> the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, <b>after</b> formally-notified last date of admission
5	00%	More than 30 days <b>after</b> formally-notified last date of admission

- Note-** a) In case of (1) mentioned in above table, the concern college shall deduct an amount not more than 5% of the fees paid by the student subject to a maximum of Rs.5000/- as processing charges from the refundable amount.
- b) In case of (5) mentioned in above table, only the caution money shall be refunded to the student.

However, no refund except caution money will be admissible after cancellation of admission any time during the degree course or completion of degree course.

- iv. If candidate is admitted under NRI/FN/PIO quota, special fees deposited by such candidate shall not be refunded in any case.