

## **ADMISSION WITHDRAWAL/CANCELLATION AND FEE REFUND POLICY**

### **PROCEDURE:**

1. The duly signed and processed prescribed application form shall be submitted to the Registrar Office. The refund policy will apply **ONLY** if the student has properly filled-in and completed due formalities as mentioned therein.

### **GUIDELINES:**

The Cancellation/Withdrawal of Admission and refund of fee paid, shall be considered as per the following -

1. Registration Fee is non-refundable under any circumstances whatsoever.
2. If the withdrawal application is submitted on or before the last date as notified by the AICTE/University, refund shall be made after deduction of Registration Fee.
3. If the withdrawal application is submitted after the last date and/or the subsequent seat is not filled by another student, **NO** refund of fee shall be made.
4. In case the admission is cancelled due to non-payment of remaining fee by the due date mentioned in the respective Provisional Admission Letter or the student absents himself/herself from the College without any intimation then this policy of refund shall not be applicable and the whole amount deposited will be forfeited.
5. In case, if a student withdraws after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the refund will be made after a deduction of Registration Fee, Processing Fee of ₹1000/- (Rupees One Thousand only) and proportionate deductions of Fee, where applicable.
6. The refund shall be made on a "first come first serve" basis and shall be calculated on the basis of date of submission of application.
7. Students who are expelled or whose name is struck-off from the roll-list of the College on account of non-submission of documents/not registering for the term within specified time duration/non-payment of dues or any other reason; shall not be entitled for any refund of fee. Only security deposit, after recovery of any dues, will be refunded.
8. In case of a student seeking withdrawal from the Program/Course of study after successful completion of one/more academic year(s) and before the last date of registration of next academic session, the Security deposit along with the fee for that year, if paid, shall be refunded, after adjustment of dues, if any. In case the application for withdrawal is submitted after the date of registration, only the

Security deposit shall be refunded, after adjustment of annual fee payable for that year and dues, if any.

9. In case of a student seeking withdrawal on account of not getting promoted to the next academic year, the Security deposit along with the advance fee for the subsequent year, if deposited, shall be refunded after adjustment of dues, if any and deduction of fee on pro-rata basis.
10. No interest is paid on refund of any fees/deposit.
11. In case of any dispute, the decision of the Director would be final and binding.
12. All disputes arising out of or in connection with this; are subject to the exclusive jurisdiction of Courts of Mathura.

### **HOSTEL FEE REFUND POLICY**

1. Admission to the Hostel is done on a first come first serve basis subject to availability of room. Hostel seat is allotted only for one academic year considering 10 months in an academic session.
2. Any change in the hostel room can only be made with the prior approval of the Hostel Authority. Students shall have to vacate the hostel room alongwith their entire luggage at the end of the academic year i.e. 30th June or the last day of the end term examination of the University, whichever is earlier, if he/she doesn't book hostel facility for the next academic session in advance.
3. The hostel room/seat may change from year on year basis as per the College Policy.
4. If a student withdraws hostel facility before the commencement of classes, Rs.500/- (Rupees Five Hundred Only) as processing charges and hostel charges on pro-rata shall be deducted and balance amount will be refunded/adjusted in dues.
5. If a student withdraws after the commencement of classes, then complete hostel fee will be forfeited. In such cases only Mess Charges will be refunded/adjusted for the remaining complete months of the session upto 30th June or the last day of the end term examination of the University, whichever is earlier.
6. If a student has availed hostel facility even for one day in a calendar month, then mess charges for that calendar month shall also be deducted.
7. Students who are absent from the hostel for any reason shall not be given any benefit of fee refund/ adjustment whatsoever.
8. Students who are suspended or expelled from the hostel shall not be refunded any fee (Hostel and/or Mess) under any circumstances.

## **TRANSPORT FEE REFUND POLICY**

1. Transport Fee is charged considering 10 months in an academic session.
2. In the event of a student withdrawing from the transport facility before commencement of the class, the complete transport fee deposited by the student will be refunded after deducting Rs.500/- (Rupees Five Hundred Only) towards processing charges.
3. In cases where withdrawal is submitted after the commencement of the classes, NO refund shall be made under any circumstances.
4. Withdrawal will be applicable from the commencement of next Semester of the application submission date.
5. If a student found availing transportation facility in an unauthorized manner even for one day in a calendar month, then transport fee for that calendar month shall also be charged and seat will be given subject to availability. Though, in second instance, Rs.500/- as penalty in addition to the transport fee shall be charged.