



# UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

## FEE REFUND POLICY

November 09, 2017

University Grants Commission, vide its letter dated 6th December, 2016 has issued elaborate process on "Remittance and Refund of Fees and other student centric Issues" which was approved by the Commission in its meeting no. 519 held on 15th November 2016. This supersedes the earlier refund policy issued by UGC vide Public Notice dated 23<sup>rd</sup> April 2007. Thought as per policy the amount of deduction by the refunding institute has been increased the refund parameters have been simplified and ambiguity removed. Keeping a benevolent approach, the amount of deduction has been kept very low during the initial period when refunds is applied by prospective student. Accordingly following refund policy has been formulated to be effective for **Academic Session 2018-19**.

Refund Scenarios-Withdrawal applied	Deduction from aggregate fee as per UGC Guidelines
Up to 31 May 2018*	Flat Rs.1000/-
From 1 Jun 2018 to 15 <sup>th</sup> Aug 2018	10%
from 16 Aug 2018 to 14 Sep 2018	20%
From 15 Sep 2018 to 29 Sep 2018	50%
After 29 Sep 2018	100%

\* (i) In case of B. Tech students provisionally selected during first counselling session of respective category any withdrawal request made within next 10 days of such selection shall attract a deduction of Rs.1,000/- only as processing fee. However, B. Tech students admitted under phase-I admissions shall also be eligible to apply refund up to 31<sup>st</sup> May 2018 with a deduction of Rs.1,000/-.Withdrawal request made thereafter shall be processed as per table above.

(ii) In case of pure wait list candidate in B Tech program only Rs.1,000/- shall be deducted as processing fee if the seat is not confirmed by UPES. However, in case of withdrawal after confirmation of seat regular refund policy as per above table shall apply.

(iii) Students seeking admission in UG Law programs shall be subject to a deduction of Rs.1000/- for withdrawal requests made within 20 days of display of first selection list.

**Note :** (i) Aggregate fee means semester fee payable towards Tuition & Academic Service,  
(ii) Days shall be counted from the date of receipt of online/written request for withdrawal,  
(iii) Registration date is the last date of admission announced for respective program,  
(iv) Withdrawal request made after registration shall also be subject to deduction in academic computing fee & Hostel Fee in the same ratio as aggregate fee and  
(v) Withdrawal request made after registration shall not be eligible for refund of PDP fee. However, training & certification fee shall be refunded in full.

Recommended by:

Sanjeev K Goyal, FO

Deepa Verma, Registrar

Rituraj Juneja, Director (Sales)

Approved by: Dr Deependra Kumar Jha, Vice Chancellor.