

Rules for Refund of Fee on account of Withdrawal/Cancellation of Admission

Refund Policy for Newly Admitted Students to I semester during 2017 session

| S. No. | Case | Refund Applicable |
|--------|---|---|
| 1 | When a student applies for withdrawal of admission on or before 31 May 2017 | Full Fee refund after deduction of Rs.1000/- as a processing charge. |
| 2 | When a student applies for withdrawal of admission from 1 June 2017 to 15 August 2017. | Deduction of 10% from aggregate fee i.e. Tuition Fee & Academic service Fee. However, in case withdrawal application is submitted after registration, similar deduction shall be made from academic computing fee and Hostel Fee. |
| 3 | When a student applies for withdrawal of admission from 16 August 2017 to 14 September 2017. | Deduction of 20% from aggregate fee i.e. Tuition Fee & Academic service Fee. However, in case withdrawal application is submitted after registration, similar deduction shall be made from academic computing fee and Hostel Fee. |
| 4 | When a student applies for withdrawal of admission from 15 September 2017 to 29 September 2017. | Deduction of 50% from aggregate fee i.e. Tuition Fee & Academic service Fee. However, in case withdrawal application is submitted after registration, similar deduction shall be made from academic computing fee and Hostel Fee. |
| 5 | When a student applies for withdrawal of admission after 29 September 2017. | No refund |

Note:

(i) Withdrawal request made after registration shall not be eligible for refund of PDP Fee. However, training & certification fee charged shall be refunded in full.

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. 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 up to 10 July 2017.

(iv) Refund of transportation Fee, if paid. Amount of deduction from transportation fee will be total number of months counted from the day of registration till date of receipt of withdrawal application into total fee divided by 10 months.

Refund Policy for Re-registered Students after I semester

| Case | Fee head | Refund Admissible |
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| When reregisterd student applies for refund | Tuition Fee & Academic Service Fee | Admissible refund will be on Pro-rata basis as explained below: (a) Pro-rata amount of Fee per day will be counted for semester period as per applicable academic calendar. (b) Amount of deduction from fee will be Total Number days counted from the day of registration till the date student application received by SRE (both days inclusive) X Pro-rata amount of fee as defined in (a) above. |
| | Personal Development Program Fee (PDP) | 50% of PDP fee (PEP component) will be deducted from the refund amount. If PSI has also completed for the batch then rest 50% of the PDP fee (PSI component) will also be deducted from the student. |
| | Academic Computing services Fee | No refund. |
| | Transportation Fee | a) Pro-rata amount for the transportation fee per month will be equal to Total amount of transportation fee for the year divided by 10 months. b) Amount of deduction from transportation fee will be total number of months counted from the day of registration till date of receipt of withdrawal application X Pro-rata amount of transportation fee defined in (a) above. |
| | Hostel Fee | a) Pro-rata amount for the Hostel fee per month will be equal to Total amount of Hostel fee for the year divided by 10 months. b) Amount of deduction from Hostel fee will be total number of months counted from the day of registration till date of receipt of withdrawal application X Pro-rata amount of Hostel fee defined in (a) above provided there is no seat loss. |
| | Industrial Tours/Training & Certification Fee | The prooprtonate amount for activities carried out till date of refund application shall be dedcted. |
| | Convocation Fee | Refundable. |
| 5 When cancellation of admission of re-registered student is due to falsification of facts, submission of false/fake certificate, providing mis-leading information by the student or for any error on the part of student. | Alumni Fee | Refundable |
| | Tuition Fee & Academic Service Fee | No refund |
| | PDP Fee | 50% of PDP fee (PEP component) will be deducted from the refund amount. If PSI has also completed for the batch then rest 50% of the PDP fee (PSI component) will also be deducted from the student. |
| | Academic Computing Services Fee | No refund. |
| | Transportation Fee | a) Pro-rata amount for the transportation fee per month will be equal to Total amount of transportation fee for the year divided by 10 months. b) Amount of deduction from transportation fee will be total number of months counted from the day of registration till date of receipt of withdrawal application X Pro-rata amount of transportation fee defined in (a) Above. |
| | Hostel Fee | a) Pro-rata amount for the Hostel fee per month will be equal to Total amount of Hostel fee for the year divided by 11 months. b) Amount of deduction from Hostel fee will be total number of months counted from the day of registration till date of receipt of withdrawal application X Pro-rata amount of Hostel fee defined in (a) above provided there is no seat loss. |
| | Industrial Tours/Training & Certification Fee | The prooprtonate amount for activities carried out till date of refund application shall be dedcted. |
| Alumni Fee | Refundable | |
| Convocation Fee | Refundable | |

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| In the event of death or extreme medical exigency (coma, terminal disease etc.) of a candidate before commencement of final exam | Tuition Fee & Academic Service Fee | Admissible refund will be on Pro-rata basis as explained below: (a) Pro-rata amount of per day will be counted for semester period as per applicable academic calendar. (b) Amount of deduction will be Total Number days counted from the day of registration till the date of casualty (both days inclusive) X Pro- rata amount of fee as defined in (a) above. |
| | PEP Fee | No refund. |
| | PSI Fee | Full refund if PSI activity has not happened for the batch. |
| | Academic Computing Fee | No refund. |
| | Transportation Fee | a) Pro-rata amount for the transportation fee per month will be equal to Total amount of transportation fee for the year divided by 10 months. b) Amount of deduction from transportation fee will be total number of months counted from the day of registration till date of receipt of withdrawal application X Pro-rata amount of transportation fee defined in (a) above. |
| | Hostel Fee | a) Pro-rata amount for the Hostel fee per month will be equal to Total amount of Hostel fee for the year divided by 11 months. b) Amount of deduction from Hostel fee will be total number of months counted from the day of registration till date of receipt of withdrawal application X Pro-rata amount of Hostel fee defined in (a) above provided there is no seat loss. |
| | Industrial Tours/Training & Certification Fee | The proportionate amount for activities carried out till date of refund application shall be deducted. |
| | Alumni Fee | Refundable. |
| Convocation Fee | Refundable. | |