

Ref:- UoT/Admin/2024/134-1

Dated: 05-08-2024

## CANCELLATION RULES AND REFUND POLICY: 2024-25

(As per the UGC Notification on Fees Refund)

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

S. No	Percentage of Refund of Aggregate Fees	Point of time when notice of withdrawal of admission is served to university
1	100%	15 days or more before the commencement of classes (as notified in Academic Calendar). Only Rs. 1300/- as processing fee will be deducted.
2	90%	Less than 15 days before the commencement of classes. (as notified in Academic Calendar).
3	80%	30 days or less, but more than 15 days, after the commencement of classes (as notified in Academic Calendar).
4	50%	30 days or less, but more than 15 days, after the commencement of classes (As notified in academic Calendar).
5	0%	More than 30 days after the Commencement of classes (as notified in Academic Calendar).

1. The Admission cell shall be the Nodal Agency for processing refund applications. Candidates will be required to fill the Fee Refund Form and get it approved from Registrar office.
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 30 days after the Commencement of classes (as notified in academic calendar).



4. After the generation of enrollment no., if the admitted student wishes to cancel his/her admission then he/she must pay the fee for the full tenure of the program.
5. Refund will be made only after the candidate/student has surrendered the Original Fee Receipt, ID card (if issued), Original Loan Letter (if issued) and any other document as required by the University.
6. Under the circumstances of cancellation because of any disciplinary action, no refund will be paid against any Academic and/ or Hostel and/or Other Fees.
7. Entrance Examination Fees/Application Form Fees, Enrolment, examination fees are non refundable.

Refund of fees ordinarily takes 15 working days from the receipt of complete cancellation form with supportive documents.

  
**Registrar**  
Registrar  
University of Technology

**Copy to: - For information & necessary action please**

1. Hon'ble President/Vice Chancellor
2. Provost
3. Controller of Examination(COE)
4. Admission Office/ Cell
5. Finance Officer
6. Dean/HOD/All Schools/Departments
7. Notice Boards
8. Web Master-to upload on website
8. Office copy