

## REFUND OF FEE IN CASE OF WITHDRAWAL OF ADMISSION

A refund claim can be admitted on merits, after due consideration of the request, by the University. If approved, the amount to be refunded shall be as per the following guidelines [UGC Notification - October 2018]:-

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is served to the University
1	100% **	15 days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 days or less after the formally-notified last date of admission
4	50%	More than 15 days but less than 30 days after formally-notified last date of admission
5	0%	More than 30 days after formally notified last date of admission

\* Inclusive of course fee, but exclusive of caution deposit

**The last date of admission for a programme is the day prior to the orientation day of that programme.**

\*\* In case of (1) in the table above, 5% of the course fee paid by the student shall be deducted as processing charges from the refundable amount, subject to a maximum of Rs 5,000/-.

### Note:

1. Any student, who withdraws from the course as mentioned in Sr. No. 5 in table above, will be required to remit to the University, in addition to the amount already forfeited, the tuition fee payable for the remaining period of the course.
2. All refunds will be processed by the Admission Cell of the University upon receiving the approval from the Vice Chancellor/President, based on the recommendation of the Admission Cancel Committee.

3. Withdrawal requests after commencement of classes must be made in the application format, available at Admissions Cell. The refund will be made only after the student has surrendered the ID card, original fee receipt and submission of the dues clearance certificate.
4. In case of Foreign / NRI candidates, the refund will be made in accordance with Foreign Exchange Regulations / RBI as per the prevailing rates of exchange.
5. Application and Entrance Test fees, once paid shall NOT be refunded under any circumstances.
6. Fees shall be refunded to an eligible student within 15 days from the date of receiving a written application from him / her in this regard. (Subject to fulfilling the requirement specified in clause c) above as applicable).
7. The above refund rule information is indicative only and Bhagwant University Ajmer reserves the right to make changes as per the notifications received from the concerned statutory / regulatory authorities from time to time. Any changes made, in the above will be updated on the website.