



# Policy for Withdrawal of Admission and Refund of Fees

## 1. Withdrawal of Admission for Newly Admitted Students

For withdrawal of admission and seeking refund of fees, the candidate is required to submit the original fee receipt and fill the admission cancellation form duly signed by the student.

The admission cancellation form is available at the Administrative Office Room No. 119, Navrachana University and can be filled and submitted at the time of seeking withdrawal along with required documents.

### Refund of fees

The refund of the fees will be processed as per notification issued by Universities Grants Commission (UGC), New Delhi - October, 2018.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served at Administrative Office Room No. 119
1	95% (Deduction of 5% - Maximum Rs. 5,000/-)	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%	30 days or less, but more than 15 days, after formally-notified last date of admission
5	NIL	More than 30 days after formally - notified last date of admission

\* Inclusive of tuition fees but exclusive of caution money and Library deposit

The relevant refund amount will be processed after the date of submission of Withdrawal Application with the University office and the cheque will be prepared in the name of registered student only. The application will be processed within 15 working days from the date the application is received.

Notwithstanding with this refund policy are B. Tech., B. Arch., M. Tech and MBA Program where the refund policy is laid down by Admission Committee for Professional Courses (ACPC).

## 2. Withdrawal of Admission for Existing Student

A student, who has enrolled for courses at Navrachana University and wishes to withdraw his/her admission, is required to fill up the Application for Withdrawal of Admission available at administrative office of Navrachana University. The student needs to fill the form and get it signed by the concerned personnel as mentioned in NO Dues Certificate attached with this policy and submit it to the Assistant Registrar's (Admission and Examination) office between 9.30 am and 4.30 pm on any working day. The application will be processed within 15 working days from the date the application is received.

### Refund of fees

The relevant refund amount will be processed after the date of Submission of withdrawal application with the Assistant Registrar's (Admission and Examination) office and the cheque will be prepared in the name of the registered student only. Deposit amount will be refunded after deducting the dues, if any.

Refund of fees shall be made after deduction as per the following table:

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served at Administrative Office Room No. 119
1	90%	30 days before the academic session starts
2	50%	15 days before the academic session starts
5	NIL	Thereafter

### Instructions for Applying for Withdrawal of Admission:

1. Collect the "Withdrawal of Admission" form
2. Fill up the required information
3. Get it signed by Programme Office for "No Dues"
4. Submit the application at Assistant Registrar's (Admission and Examination) office, Room no. 119
5. Further processing will be done by the Office of the Registrar
6. After verification, your application will be approved or rejected by Office of the Registrar and you will be notified on your registered phone number /email address. In case of any missing information or dues you may be instructed to do the needful.