

9. Refund of Fees :

If a student chooses to withdraw from the program of study in which he is enrolled, the college / institution concerned shall follow the following five-tier system for the refund of fees* remitted by the students.

Sr .No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the Institute
1	100%	Within 10 days from the date of admission taken by the student concern
2	90%	After 10 days and before 15 days from the date of admission taken by the student concern
3	80%	After 15 days and before 20 days from the date of admission taken by the student concern
4	50%	After 20 days and before 30 days from the date of admission taken by the student concern
5	00%	After 30 days from the date of admission taken by the student concern

Note:

- 1) In case of Sr. No. (1) in the table above, the college / Institution concerned shall deduct all amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.
- 2) Fees shall be refunded by all college / Institution to an eligible student within fifteen days from the date of receiving a written application from him/her in this regards.