

## **Admission Cancellation/ Refund Policy**

The Management of the Institution follows the refund procedure as laid down by UGC under Notification on Refund of Fees and Non-Retention of Original Certificates (with effect from October 2018).

The University will acknowledge any appeal for cancellation/refund or disengagement of admission from any chosen/offered programme to a candidate if the request is as per the prescribed policy of the Institution. Provision to apply for cancellation of admission is available during the time of admission for the academic year or any time later. Application for cancellation of admission and refund, if any, must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents. The request must be supported by an original fee receipt and original acknowledgement given by the Institution.

Refund includes only the Academic Programme Fee based on the actual paid to the Institution. No refund shall be provided towards the Application Fee or /and Admission Registration Fee.

The option to apply for a Refund of Admission Fees will be available as per the table below. Students looking for cancellation and refund of Admission Fees shall be eligible for it as per the table given below:

<b>Submission of Refund Application</b>	15 days or more prior to the last date of admissions for the particular course	Less than 15 days prior to the last date of admissions for the particular course	15 days or less after the closure of admissions for the particular course	30 days or less but more than 15 days after the closure of admissions for the particular course	Beyond 30 days after the closure of admissions for the particular course
<b>Deduction</b>	Lower than 5,000 or 5 %	10%	20%	50%	100%
<b>Total Refund</b>	Balance amount	90%	80%	50%	00%

All refunds will be made only to the bank account of the student/parents as per the bank details furnished and it will take a maximum of 15 working days from the date of approval of the cancellation of admission by the University Office.

Legal proceedings, if any, regarding the refund of fees, irrespective of the domicile of the student/parent shall be only in the city of Bengaluru.

## **Procedure for Withdrawal/Cancellation of Admission**

### **A. Withdrawal/Cancellation before the commencement of the academic year**

If an admitted candidate would like to withdraw the admission, such candidates need to write a formal letter addressed to the Registrar duly signed by the candidate and the parent. The scanned copy of the signed formal letter to be emailed to the [registraroffice@sju.edu.in](mailto:registraroffice@sju.edu.in) mentioning clearly his/her full name, application number, admitted programme, date of admission, and amount of fee paid and attach a copy of the fee-paid receipt to the email. The cancellation of Admission and refund of the fees as per the Refund Policy will be completed within two weeks' time from the date of the email received with all the required details.

### **B. Withdrawal/Cancellation after the commencement of the academic year**

If an admitted candidate would like to withdraw the admission after the commencement of the academic year, such candidates need to follow the following procedure:

1. A written request letter addressed to the Registrar, seeking cancellation/withdrawal of admission mentioning clearly his/her full name, application number, admitted programme, date of admission, amount of fee paid and the fee-paid receipt in original. This letter must be signed by one of the parents or the guardian.
2. Such a candidate has to meet his/her class mentor and obtain the mentor's signature on the letter.
3. Then he/she will meet the Dean of the respective school and obtain his/her approval.
4. This will be followed by a meeting with one of the student counsellors and approval.
5. No due certificates need to be obtained from the Library, Admin Office and laboratories if applicable.
6. The candidate will meet the Registrar after completing the above procedure for his final approval.

The cancellation of Admission and refund of the fees as per the Refund Policy will be completed within 15 working days from the date the required details are provided to the Registrar's office for final approval.