

## REFUND POLICY

### (APPLICATION FEE)

- **Service to be provided against the Application fee:** Application fee is being charged for registering a candidate for taking admission to a particular course/category subject to fulfilling the eligibility and other terms and conditions.
- Application Fee is non-refundable and non-transferable.
- Only multiple payments received for the same course/category due to some technical fault, will be considered for refund.
- Candidate has to submit the requisite documents as a proof of multiple payments for the same course/category.
- For the refund of application fee, candidate has to fill the prescribed form, available on the website within 30 days from the date of last payment for the same course. No request will be entertained after that. While requesting for refund, clearly indicate which payment is ok and for which refund is sought.
- Candidates are advised to check carefully, that, they are making the payment for the course, for which, they are eligible. In case you are not eligible then the application fee will not be refunded. This is the sole responsibility of the applicant to check his/her eligibility before applying.

### REFUNDS/ADJUSTMENTS

As per UGC notification no. D.O.No. 1-3/2007(CPP-II) Dated 6/12/2016 refund rules/adjustments for all courses in Punjabi University Campus/Regional Centre/Neighbourhood Campus/Constituent Colleges will be as follow:-

- 1) Punjabi University, Patiala shall charge fees in advance only for the Semester/Year in which a student is to engage in academic activities. Collecting advance fees for entire program of study or of more than one semester/year in which a student is enrolled is strictly prohibited as it restricts the student from exercising other options of enrollment elsewhere.
- 2) If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

<b>Sr No.</b>	<b><u>Point of time when notice of withdrawal of admission is served to Punjabi University, Patiala</u></b>	<b><u>Percentage of Refund of Aggregate Fees*</u></b>
1.	15 days before the formally-notified last date of admission.	100%
2.	Not more than 15 days after the formally-notified last date of admission.	80%
3.	More than 15 days but less than 30 days after the formally-notified last date of admission.	50%
4.	More than 30 days after the formally-notified last date of admission.	00%

\*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

- 3) In case Sr. No.1 in the table above, the University shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.
- 4) Fees shall be refunded by Punjabi University, Patiala to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.
- 5) If a student vacate the seat allotted to him/her, his/her refund case will be sent by the concerned head of the department to the Centralized Admission Cell after fully verifying/certifying the case. In such cases refund will be made by the Centralized Admission Cell.

- 6) If a student vacate the seat after first semester/year and in next semester/year then only security fees will be refunded. In such cases if the student will submit completely filled security form taking "No due certificate" from concerned Head of the department. In such case only library/security fee will be refunded.
- 7) If a student submit hostel fee to get hostel facility and after that he/she does not join hostel then the refund will be made by deducting the 10% of refundable amount as processing fee charges. (Student will have to give an application to concerned warden of the concerned hostel with in 15 days from the date of submitting fees (included)). After 15 days hostel fee will not be refunded to the student. In case student left the hostel after joining the hostel then no hostel fee will be refunded.
- 8) If a student after taking admission in a deptt./ Centre/College/Neighbourhood Campus of Punjabi University changed his/her subject/course/category/centre/college/campus then his/her tuition fee and funds will be adjusted only when he/she will transfer the difference of tuition fee and funds of both the departments to the University. If after adjusting the fee, the University is to pay the difference to the students, then that difference will be adjusted in the next class/semester. If the students left the study after first semester or year, then the difference will be refunded to the student after checking the eligibility of the student.  
  
If a student submits the fee of two courses then he will be refunded the fee including funds etc. of one course. To receive the refund he/she has to apply through the present head of the deptt. duly attested by the present course head of deptt. and left course head of the deptt.
- 9) If a student got admission in higher class but fail to pass the lower class, then the tuition fee and funds of higher class will be adjusted only when he join the higher class. If there is any difference in the tuition fee and funds he has to deposit at the rate of present fee structure of class. If a student left the course during his/her study and after sometime he/she joins the class. Then he/she has to pay the tuition fee and funds as per new rate i.e. of the present session.
- 10) If any student died during his/her study then his/her remaining tuition fee will be refunded to his/her mother/father or husband/wife. This payment will be made within 2 months after receiving the death certificate and an affidavit.
- 11) If a student firstly submit his/her fee, but after that his/her half/full tuition fee is waived off after then in this situation his/her submitted tuition fee will be adjusted/refunded only.
- 12) **For NRI students:** If a student after taking admission in above categories, got admission in the same course or other in the general category, then his/her paid fee tuition fee and other funds will be adjusted under the general category fee. If some amount still left then it will be refunded. If after adjustment, the student is to pay then the difference will be paid by the students.

**FORM FOR REFUND OF APPLICATION FEE**  
(Before filling the form refer to Application Fee Refund Policy)

A	Name of the Candidate	:	
B	Father's Name	:	
C	Category / Course Applied for	:	
D	Full Address	:	
E	Mobile Number	:	
<b>DETAIL FOR MULTIPLE PAYMENTS MADE</b>			
<b>1)</b>	<b>Application User ID - I</b>	:	
<i>i)</i>	Amount Paid	:	
<i>ii)</i>	Mode of Payment	:	
<i>iii)</i>	Date and Time of Payment	:	
<i>iv)</i>	Transaction Number/SBOP Receipt/HDFC/ University Cashier Receipt Details	:	
<i>v)</i>	Card No. (Mention only last four digits)	:	
<i>vi)</i>	Name of the Card Holder	:	
<i>vii)</i>	Application Form filled (Yes / No)	:	
<b>2)</b>	<b>Application User ID - II</b>	:	
<i>i)</i>	Amount Paid	:	
<i>ii)</i>	Mode of Payment	:	
<i>iii)</i>	Date and Time of Payment	:	
<i>iv)</i>	Transaction Number/SBOP Receipt/HDFC/ University Cashier Receipt Details	:	
<i>v)</i>	Card No. (Mention only last four digits)	:	
<i>vi)</i>	Name of the Card Holder	:	
<i>vii)</i>	Application Form filled (Yes / No)	:	
<b><i>Furnish the above detail for each multiple payments (Attach extra sheet, if more than 2 User IDs)</i></b>			
<b>F</b>	Mention clearly the <b>Serial Number 1 or 2</b> for which refund is required	:	Refund is required for Sr. No _____
<b>G</b>	<b>Bank Account Detail for Refund in whose account refund has to be made</b>		
<i>i)</i>	Name of the Bank Account Holder	:	
<i>ii)</i>	Bank Account Number	:	
<i>iii)</i>	Name of Bank & Branch	:	
<i>iv)</i>	IFSC Code of the Bank	:	

Signature of the Card Holder's

Signature of the Candidate

Date \_\_\_\_\_

**NOTE:**

- Please attach self-attested Photostat-Copies of Payments Receipt Cum Registration Slip's, proof of multiple payments deducted-such as Screen shots of successful payment, photocopy of Account from which money has been deducted.
- Duly filled and signed Form along with necessary documents should be send/submitted to:

**Centralized Admission Cell  
(Near Coffee House)  
Punjabi University, Patiala – 147 002**