



ADMISSION CANCELLATION & FEES REFUND POLICY (Year 2020-21 Onwards)

1.0 PREAMBLE

The admissions to the Institutes are done through JoSAA/CSAB by conducting various rounds under the Centralized Admissions Process. In case of fresh admissions the Institute generally receives part of its approved fees from the JoSAA/CSAB and part fees from the student when he/she reports for registration to the Institute or as per guidelines of JoSAA/CSAB.

Subsequently, the Institute directly receives complete fees from the registered students on annual / semester basis during the four year B.Tech Programme.

However, every year there are instances when students during the process or after initially taking admissions in the Institute, seek to withdraw from the allotted / admitted program on various grounds. Further, there are instances that the registered students requests for cancellation of the admission after completion of six months/one year or even after two years.

The cancellation of admissions is also, in certain cases, associated with cancellation of Hostel Allotment.

Withdrawal from the Course / Hostel is also generally accompanied with the request for refund of fees / dues / charges that the student had earlier paid to the Institute at the time of seeking admission / registration.

This Policy, therefore, elaborates the details of consideration and settlement of the admission cancellation and/or refund requests/claims received at various stages.

The Policy has been framed keeping in view the fact that once the Student who has been registered at the Institute, cancels his/her admission, the seat remains vacant for the entire duration of the Degree Course which otherwise would have been available to the desirous waitlisted students. Also, the Hostel Seat remains vacant for that particular session wherein the student cancels the Hostel Allotment.

2.0 ADMISSION CANCELLATION

1. Student admitted to the Courses offered by the Institute may apply for cancellation of his/her admission from the Courses at any time during the academic year of admission.

2. The admission cancellation / withdrawal request at any stage shall be considered only after receipt of the communication from the concerned student or his/her parents in writing.
3. The date of the receipt of the Written Cancellation Request at the Institute shall be the basis for deciding the refund amount.
4. The Institute reserves the right to initiate admission cancellation process against any student at any stage in accordance with the rules / policies of the Institute by providing the concerned student an opportunity for hearing.
5. The Institute shall process the Admission Cancellation Request and shall cancel the admission after completion of the Institute Process.
6. While processing the admission cancellation and refund requests only the Approved Fees Structure of Academic Fees & Hostel Fees shall be considered.
7. The Competent Authority to approve admission cancellation requests shall be the Director, IIITN or an Officer authorized by the Director, IIITN.

3.0 REFUND OF ACADEMIC FEES FOR 1st YEAR ADMISSIONS

1. If a student having, allotted a seat in IIITN, fails to report at the Institute in accordance with the schedule of JoSAA / CSAB and the Institute receives his/her fees from the Authority, the same shall stand forfeited and the student shall not be eligible for any refund.
2. If a student having, reported at IIITN, fails to register at the Institute in accordance with the schedule of the Institute and the Institute receives his/her fees from the Authority, the same shall stand forfeited and the student shall not be eligible for any refund.
3. If a student submits his/her request for admission cancellation **within 30 days after** conclusion of the Centralized Admission Process and no further rounds of admissions are conducted by CSAB/JoSAA to fill the vacant seat arising due to such admission cancellation, the entire "Tuition Fees" shall stand forfeited. However, the student shall receive refund of full "Other Fees" including the Caution Money after deduction of Rs. 5,000/- (Rupees Five Thousand Only) towards Processing Charges.
4. If a student submits his/her request for admission cancellation **after 30 days after** conclusion of the Centralized Admission Process and no further rounds of admissions are conducted by JoSAA/ CSAB to fill the vacant seat arising due to such admission cancellation, the entire "Tuition Fees" as well as full "Other Fees" shall stand forfeited and the student shall not be eligible for any refund except the Caution Money.

4.0 REFUND OF ACADEMIC FEES FOR 2nd / 3rd / 4th YEAR ADMISSIONS

1. If a student submits his/her request for admission cancellation **within 15 Days of the date of commencement of the classes for the semester**, 25% of the "Tuition Fees" for the semester shall stand forfeited. The balance 75% of the "Tuition Fees" shall be refunded after completion of the Admission Cancellation Process.

In such case, 100% of the "Other Fees" shall stand forfeited and no refund on that account shall be done.

2. If a student submits his/her request for admission cancellation **after 15 Days of the date of commencement of the classes for the semester**, 100% of the "Tuition Fees" as well as "Other Fees" for the semester shall stand forfeited and the student shall not be eligible for any refund except Caution Money.

5.0 REFUND OF HOSTEL FEES

1. If a student submits his/her request for Hostel Allotment Cancellation **before** conclusion of the Centralized Admission Process and also has not occupied the Hostel Room and not availed Mess Facilities, the student shall receive refund of entire Hostel Fees deposited with the Institute after deduction of Rs. 5,000/- (Rupees Five Thousand Only) towards Processing Charges.
2. If a student submits his/her request for Hostel Allotment Cancellation **within 30 days after** conclusion of the Centralized Admission Process but has occupied the Hostel Room and also availed Mess Facilities for certain period, the student shall receive refund of Hostel Fees deposited with the Institute after deduction of Rs. 5,000/- (Rupees Five Thousand Only) towards Processing Charges as under:

Sr. No.	Fees Head	Deduction / Remark
1	Room Rent	100% Deduction
2	Caution Money	Nil Deduction / 100% Refund
3	Advance Electricity Charges	Rs. 1,200/- per month or actual whichever is higher / Balance Refund
4	Advance Water Charges	Rs. 200/- per month or actual whichever is higher / Balance Refund
5	Recreation	100% Deduction
6	Depreciation Fund	100% Deduction
7	Welfare Fee	100% Deduction
8	Allied Services	100% Deduction
9	Mess Deposit	100% Deduction
10	Mess Charges	Actual Mess Bill for the occupied period / Balance Refund

3. If a student submits his/her request for Hostel Allotment Cancellation **after 30 days from the date of conclusion of the Centralized Admission Process** the entire Hostel Fees Amount shall stand forfeited and the student shall not be eligible for any refund irrespective of whether he had occupied the Hostel Room and/or had also availed Mess Facilities for certain period.

6.0 OTHER TERMS GOVERNING CANCELLATION & REFUND POLICY

1. Any refund including Caution Money shall be subject to such deduction as may be necessary on account of any damage to the property of the Institute including but not limited to Laboratory Equipment, IT Assets, Library Books, Hostel Equipment, Office Furniture etc for which the concerned student is responsible.
2. In case the admission of student is cancelled by the Institute on account of disciplinary action or violation of Anti Ragging Regulations or breach of Code of Conduct or for any other reason, all the Fees shall be forfeited and the concerned student shall not be eligible for any refund. In such case only the Caution Money shall be refunded to the student.
3. The decision of the Director, IITN shall be final towards admission cancellation & refund for all the cases and also in any other case which is not covered in the Policy elaborated above.
4. The Institute reserves to change / modify / amend the above Policy in the interest of the Institute at any point of time without providing any reason whatsoever. The changed / modified / amended policy shall be uploaded on the website of the Institute.
5. In case of any Legal Dispute in the matter of Admission Cancellation / Refund of Fees, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.

Dr. O.G. Kakde
Director