

## Admission Procedures and Rules

### **REFUND POLICY FOR 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 (FOR COURSE FEE)**

As per UGC Notification in October 2018, refund rules/adjustments for all courses in Punjabi University Campus/Regional Centre/Neighbourhood Campus/Constituent Colleges will be as follows:-

- 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 five-tier system for the refund of fees remitted by the student:-

<b><u>Sr No.</u></b>	<b><u>Percentage of Refund of Aggregate Fees*</u></b>	<b><u>Point of time when notice of withdrawal of admission is served to Punjabi University, Patiala</u></b>
1.	100% <i>(Deduction of 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)</i>	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 the formally-notified last date of admission.
5.	00%	More than 30 days after the formally-notified last date of admission.
<i>*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)</i>		
<i>Last Date of Admission; For B. Tech Part-I will be notified later on.</i>		