

## Certificate Program – January 2025

### Cancellation Rules & Refund Procedure:

1. The Admission Processing Fee / Registration fee of Rs. 1200/- is non-refundable.
2. Candidate who made payment of Registration fee and Initial amount and opt for Registration cancellation, deduction applicable will be:
  - a. If document verification is processed - 800/- + GST
  - b. If document verification not processed - 0/-
3. Candidates who made payment over and above Registration and Initial amount and opts for Registration Cancellation, deduction applicable will be:
  - a. Complete payment / Down payment – Rs. 1000/- + GST
  - b. Instalment payment – Rs. 2500/- + GST
4. Admission Cancellation request can be processed only when student is admitted to the University (student number is generated) and the request is received within the stipulated dates as announced by the University on the website for every admission cycle from time to time, whether the Student has paid Semester fee or Annual Fee.
5. Find below the Refund rules applicable as defined by the University:

S.No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	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 formally notified last of admission
(5)	00%	More than 30 days after formally notified last date of admission.

In case of (1) in the table above, the deduction will be 5% of the fees paid as processing charges from the refundable amount, subject to a maximum of Rs 1,000/- + GST.

6. Admission cancellation dates and policy is as defined by UGC from time to time.
7. Calculation of charges is at sole discretion of the University.
8. The amount will be refunded back either via cheque/DD or will be transferred to the same account from which the payment was made, as mentioned by the candidate/student in the Admission/Registration Cancellation Form submitted.