

**OFFICE OF THE REGISTRAR**

Ref No: AU/REG/NOT/2024/06/008

Date: 21.06.2024

**Notification**

**Sub: Adamas University Refund Policy 2024-25 for UG & PG Program**

The undersigned is directed to convey the Adamas University Refund Policy 2024-25 for UG & PG Program. This is notified as under:

1. The University Grants Commission has issued a Notification on Refund of Fees and Non- Retention of Original Certificates effective from October 2018 and UGC Notification vide D.O.No.F.2-71/2022 (CPP-II) (C-114546) dated 12.06.2024.
2. The formally notified last date of admission to all programs of the University for the 2024 -25 Session, is 15<sup>th</sup> October 2024.
3. The Refund of Registration Fee deposited by candidates shall be done strictly as per the UGC Notification which provides a five-tier system for refund of fees as follows:

Sr. No.	Date on which notice of withdrawal is received	Percentage of Refund of Aggregate fees*
1.	<b>On or before 30<sup>th</sup> September 2024</b> (15 days or more <b>before</b> the formally notified last date of Admission)	100% #
2.	<b>Between 1<sup>st</sup> October 2024 and 14<sup>th</sup> October 2024</b> (Less than 15 days <b>before</b> the formally notified last date of Admission)	90%
3.	<b>Between 15<sup>th</sup> October 2024 and 29<sup>th</sup> October 2024</b> (15 days or less <b>after</b> formally notified last date of Admission)	80%
4.	<b>Between 30<sup>th</sup> October 2024 and 14<sup>th</sup> November 2024</b> (30 days or less, but more than 15 days <b>after</b> formally notified last date of Admission)	50%
5.	<b>On or after 15<sup>th</sup> November 2024</b> (More than 30 days <b>after</b> formally notified last date of Admission)	00%

\* Aggregate fees include course fees and non-tuition fees and do not include caution money. If a student done any damage to the property of the University not returned library books etc., the penalty amount is deducted from the Caution Money before the release of the student from the University. In a nutshell Caution Money be returned in full subject to the clearance of the concerned departments irrespective of the date on which notice of withdrawal is received.

# Subject to a deduction of not more than INR 1000 processing charges from the refundable amount.



## Exception Handling

In exceptional circumstances, University may admit students after the formally notified last date of admission. In such cases, the benefit will be given to such student. The formally notified last date of admission for such students shall be the individual date on which they have been admitted.

## Procedure for seeking a refund

1. All initial request for refunds must be received by the Office of the Registrar no later than 5pm on the last deadline in each tier to be processed within that tier.
2. **To apply for a refund**, candidates must send a request to [refunds@adamasuniversity.ac.in](mailto:refunds@adamasuniversity.ac.in). This request will be treated as a notice of withdrawal and the quantum of refund will be calculated as per the table above. Applicant / student must indicate the mandatory details to be given in the refund application

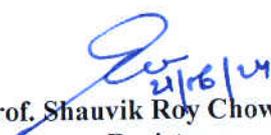
### I. Registered Student

- a. Date of Application
- b. Name of the Student (as given at the time of Registration in the University)
- c. Enrolment No/Registration No.
- d. Roll No.
- e. Program Name
- f. Stating reasons for Withdrawal and Refund
- g. Bank Account Details (Account Holder's Name, Account Number, Bank Name, Bank IFS Code, Bank Branch)
- h. Fee receipt received from Adamas University Accounts Department or downloaded from TCSiON portal

### II. Non Registered Student

- a. Date of Application
  - b. Name of the Student (as given at the time of Admission)
  - c. Application No.
  - d. Program Name
  - e. Stating reasons for Withdrawal and Refund.
  - f. Bank Account Details (Account Holder's Name, Account Number, Bank Name, Bank IFS Code, Bank Branch)
  - g. Fee receipt received from Adamas University Accounts Department
3. Applicants for refunds may undergo an exit interview with a member of the Admissions staff prior to their application being processed. This interview is primarily for informational purposes and will in no way impact the status of the refund request unless the applicant rescinds the refund request themselves.
  4. In case of the refund has not been settled, applicant may write with complete details to [support.accounts@adamasuniversity.ac.in](mailto:support.accounts@adamasuniversity.ac.in)
  5. Please find the Link of UGC Notification regarding refund of fee:  
[https://www.ugc.gov.in/pdfnews/1654477\\_Fee-Refund-Policy-2024-25.pdf](https://www.ugc.gov.in/pdfnews/1654477_Fee-Refund-Policy-2024-25.pdf)



  
21/6/24  
Prof. Shauvik Roy Chowdhury  
Registrar

To

- All students admitted to Adamas University in 2024-25

For Information and Copy to:

- Hon'ble Chancellor
- Hon'ble Vice Chancellor
- President, Chancellor's Office
- Senior Vice President, Chancellor's Office
- Pro-Vice Chancellor(s)
- Office of the Chancellor
- All Deans
- All Directors
- Controller of Examination
- Deputy Registrar
- Associate Director- HR
- All HODs
- Law Officer
- Deputy Librarian
- Chief Technology Officer
- Accounts Officer
- Head-Student Facilitation Center
- Website – With a request to upload in Adamas University Website Notice Board Tab
- Office File

  
21/06/24

