RULES FOR ADJUSTMENT/REFUND OF FEE

(a) ADJUSTMENT OF FEE

If a candidate after having deposited fee for admission in one course joins another course in another University Teaching Dept./Institute in the same session, as mentioned below, and is permitted to withdraw his/her candidature, fee/funds except admission fee already deposited by him/her for the course from which he/she has withdrawn, shall be adjusted/refunded against the fee/funds of the course he/she joins subject to the condition that the difference, if any, shall be paid

- from a general course to another general course; (i)
- (ii) from a general course to a self-financing course or vice-versa.
- from a self-financing course to another self-financing course. (iii)

Application for adjustment of fee is as per Annexure-I.

(b) REFUND OF FEE

If a candidate withdraws from the course/programme in which he/she was admitted in the University Teaching Departments/Institutes/Colleges affiliated/maintained by the Kurukshetra University, Kurukshetra, the fee to the candidate will be refunded as per following rules:

Sr. No.	Point of time when application of refund of fee is served	"Percentage of Refund of aggregate fee	Remarks
,	On or before the formally-notified* last date of admission. Not more than 15 days after the formally-notified* last date of admission. More than 15 days but not less than 30 days after the formally-notified* last date of admission.	90%	10% of the aggregate fees will be deducted as processing charges from the refundable amount as per the clause 4.2.4 of the UGC
•		80%	Notification dated December, 2016. 20% of the aggregate fee will be
		50%	deducted from the aggregate fee. 50% of the aggregate fee will be deducted from the aggregate fee.
	More than 30 days after the formally-notified* last date of admission.	00%	No fee will be refunded.

In case of demise of a candidate during the period as per point no. 1, 2 and 3 above, the application of withdrawal of admission and refund of fee is to be submitted by the parents/guardian of the candidate and the fee will be refunded without any deductions.

* Formally-notified last date of admission is the date of display of the Final List (i.e. the date on which, candidate mark their attendance by physical presence) in the Dept./ Institute/college.

inclusive of course fee and non-tuition fee but exclusive of caution money and security deposit.

Fee will be refunded to the eligible candidate who are covered the above criteria given at Sr. No. 1 to 4 within 30 working days from the date of closure of admission of that academic session. In the courses, which are also governed by AICTE rules, application of refund of fee will not be admitted after 10th of August as last date for completing the admission process is 15th August.

Application for withdrawal of admission and refund of fee is as per Annexure-II.

Annexure-II

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956) ('A+' Grade, NAAC Accredited)

APPLICATION FOR WITHDRAWAL OF ADMISSION AND REFUND OF FEE

То	OF ADMISSION AND REFUND OF FEE
Sir,	
It is submitted that I	want to withdraw my admission. So you are hereby requested to refund my fee
after deduction as per Unive	rsity Rules. My details are as under:
Course	
Department/Inst./College	The second secon
Academic Session	
Name of the Candidate	
Father's Name:	
Category	
Date of Admission	
Reason for Withdrawal	
Date of withdrawal	
Correspondence Address	
1 110000	
Email	
Mobile Number	
Bank Account Number	
IFSC Code of the Bank	
Name of Bank/Branch	
Aadhar Number	
Document to be attached:	
(a) Self attested photo copy of (b) Self attested photo copy of	the fee receipt
(c) Self attested photo copy of	the page of Rank Page hook indicate
etc.	the page of Bank Pass book indicating Account Holder Name/Number/IFSC
Date:	
	(Signature of the Candidate)

VERIFIED AND RECOMMENDED