

## **Christ College Mysuru (Cancellation & Refund) Regulation 2021**

(To be effective from 2021-22)

### **Policy:**

Christ College will consider any request for cancellation of admission/withdrawal from studies if such request is made in accordance with the prescribed Regulations. The regulations will include procedure for cancellation/withdrawal as well as rules for refund. Christ College is affiliated to the University of Mysore and the guidelines of the University will be binding to the institution.

### **Regulations:**

1. The regulation will form part of Admission Regulations of the College and lays down the procedure for cancellation of admission and for refund of fee paid. The regulation is based on UGC guidelines in this regard as contained in the UGC Notifications on Refund of Fees and Non-Retention of Original Certificates of October 2018 and shall be effective from Academic year 2019-20.
2. Any student admitted to any of the Courses offered by the College may apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admission or later.
3. Application for cancellation/withdrawal must be made in the prescribed form (Annexure 1) duly signed by the student and the parent.
4. Application for cancellation of admissions/withdrawal may be made either by presenting an application in person by the student or his/her authorised representative or by applying online in the College website. No other mode of application shall be acceptable. If the application is made online, personal appearance of the student or his/he authorised representative along with the specified documents (1. Original fee receipt, 2. Original Document Acknowledgement), within seven (7) working days from the date of 'online application' is mandatory for processing the request as on the date of application. If personal appearance is delayed, the cancellation request will be processed as on the date of such appearance and refund eligibility will be determined accordingly.
5. Refund may be considered only in respect of Academic course fee. No refund shall be allowed in respect of Application fee and Admission Registration Fee.
6. Christ college, in view of its strict attendance regulations does not normally admit any student to any courses after the notified last date of admission by the University of Mysore or after commencement of classes and hence the seats of cancelled admissions shall remain unfilled at all times thereafter.
7. Admissions to all courses will officially close 15 days prior to the commencement of classes or as per the guidelines of the University of Mysore, and the said date of closure of admission shall be the notified date forming the basis for considering the amount of refund.
8. If a student, after joining for a Course leaves it in mid-session, the entire fees collected shall be forfeited.
9. The college collects fees in advance for every year and term 'Last date for Admission' with reference to continuing students shall be the last date for issue of Hall Ticket for the End Semester Examination of the even semesters as may be applicable.

10. Students seeking cancellation of admission shall be eligible for refund of Academic fee at the specified rates as detailed in the table herein below which are based on the date of submission of application with reference to the notified last date of admission.
11. Refund of Academic Course Fee with reference to 'Last date for Admission' (as per the announced dates for different Courses) shall be as under:

Application	Last Date for Admission (15 days prior to commencement of classes)				
	15 days or more Prior to last date of admission	Less than 15 days Prior to last date of admission	15 days or less after last date of admission	30 days or less but more than 15 days after last date of admission	Beyond 30 days after last date of admission
<b>Deduction</b>	Rs.5,500/-	Rs.5,500/- + 10% of Course fee	Rs.5,500/- + 20% of Course fee	Rs.5,500/- + 50% of Course fee	100% of Course fee
<b>Refund</b>	100% (less 5,500/-)	90%	80%	50%	00%

12. Refund of hostel fee (after adjusting dues for days of actual stay) if any may be permitted subject to a minimum additional deduction of monthly rental and mess fee for three months. However, no refund shall be made if the withdrawal is after 30 days of commencement of classes.
13. All refunds shall be only to the bank account of the student/parent as per the NEFT details furnished and shall be made within 15 working days from the date of approval of the cancellation/withdrawal.
14. Reason/s for cancellation of admission/withdrawal will never be a factor of consideration for determining the amount of refund though the Principal may at his discretion approve refund for higher amounts depending on circumstances leading to such cancellation/withdrawal.
15. Any court proceeding relating to Refund of Fee irrespective of the domicile of the student shall be in the city of Mysuru.

01/01/2021

Approved by

Principal