

Ref. No. AIKTC/ADMIN/Fee-Refund Policy/2024

19/06/2024

Anjuman-I-Islam's Kalsekar Technical Campus School of Engineering & Technology Fee Refund Policy

Ref. :- As per UGC Circular D.O. No. F.2-71/2022 (CPP-II) (C-114546) Dated 12 June 2024

1. Objective

This policy outlines the fee refund guidelines for students seeking admission withdrawal from Anjuman-I-Islam's Kalsekar Technical Campus School of Engineering & Technology in compliance with the University Grants Commission (UGC) directives.

2. Fee Refund Criteria

The refund of fees shall be processed based on the date of withdrawal request submitted by the student, as per the following conditions:

Category	Time of Withdrawal Request	Refund Amount
1	15 days or more before the formally notified last date of admission	100% refund (except processing fee of Rs. 1,000/-)
2	Within 15 days before the formally notified last date of admission	90% refund
3	Between 16-30 days after the formally notified last date of admission.	80% refund
4	Between 31-45 days after formally notified last date of admission.	50% refund
5	After 45 days of formally notified last date of admission	No refund

3. Mode and Timeline of Refund

- The refund will be processed within 15 working days from the date of approval of the withdrawal request.
- Refunds will be made through bank transfer to the original payment source provided by the student at the time of admission.
- Any applicable deductions (such as processing charges) will be clearly mentioned in the refund communication.

4. Documents Required for Refund Processing

Students must submit the following documents for a refund request:

- Written application for withdrawal (signed by the student/Parents/guardian)
- Original fee receipt
- Copy of Admission Letter
- Bank account details for refund processing
- ID proof of the student

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5. Grievance Redressal

For any disputes or grievances related to fee refunds, students can contact the Institution's Refund Committee. Appeals must be submitted in writing within 15 days of receiving the refund decision.

6. Compliance & Amendments

This policy aligns with the UGC guidelines and may be revised based on future regulatory updates. Any amendments shall be notified on the institution's official website.

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