

KANNUR UNIVERSITY

(Abstract)

University Teaching Department-Refunding of fees to the candidates who discontinue the course before and after the closing date of admission-resolved to follow UGC regulation dated 06-12-2016- Syndicate resolution implemented-Orders issued.

(ACADEMIC D SECTION)

No.Acad.D2/2472/2017

Civil Station P.O, Dated: 04.07.2018

- Read: 1) U.O No. Acad.D2/732/2012 Dated 16.11.2013
2) Minutes of the meeting of the Statutory Finance Committee held on 21-05-2018
3) D.O Letter dated 06-12-2016 from the Chairman University Grants Commission
4) Syndicate resolution item No.2018.457 of 19.06.2018

ORDER

The Syndicate subcommittee considered the issue of refunding of fees to the students who discontinue the course before and after the closing date of admission and it was directed to place the matter before Statutory Finance Committee in order to make some modification in the U.O read 1st above. The committee vide the paper read 2nd above examined the matter in detail and recommended to follow the Guidelines of University Grant Commission detailed in the paper read 3rd above.

The University Syndicate vide the paper 4th above resolved to accept the recommendations of the Statutory Finance Committee and to follow the UGC guidelines (for non- NRI seats) in which it is stated that, if a student chooses to withdraw from program of study in which he/she is enrolled, the institution concerned shall follow the following four -tier system for the refund of fees remitted by the student.

Sr.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to University Departments/Centres
1	100%	15 days before the formally – notified Last/closing date of admission
2	80%	Not more than 15 days after the formally-notified last/closing date of admission
3	50%	More than 15 days but less than 30 days after formally-notified last/closing date of admission
4	00%	More than 30 days after formally notified Last/closing date of admission

(*Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

P.T.O

In case of (1) in the table pre-page, the university shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

Fees shall be refunded by university to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

SC/ST/OEC Candidates shall also remit the fees if they discontinue the course before their fees are sanctioned by the Government/the Department concerned, to avoid loss of revenue to the university.

The Registrar, after examining the matter in detail has accorded sanction to implement the Syndicate decision. The order will come into force from **06.12.2016**.

The U.O read 1st above stands modified to this extent.

Orders issued accordingly.

Sd/-
JOINT REGISTRAR (Acad)
FOR REGISTRAR

To
Branch Heads/Assistant Directors/
Coordinators of University Departments/Centres

Copy to: PS to VC, PA to PVC, PA to R, PA to CE

Campus Directors, Computer Programmer

Enquiry section

Forwarded / By Order



SECTION OFFICER