



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved) Gurugram, Delhi-NCR

## ADMISSION WITHDRAWAL/CANCELLATION AND FEE REFUND POLICY 2023-2024 (For New Admissions)

### PROCEDURE FOR ADMISSION WITHDRAWAL:

1. All requests for cancellation/withdrawal of admission must be made in writing, well in time, before the last date of admission along with original fee receipt, as per the prescribed format, attached with the policy.
2. Date of withdrawal for the above purpose is the date when duly signed copy of completely filled Form in prescribed format (In person or by email to concerned counsellor) is submitted to the Admissions Office/Student Section by the Prospective Student. Date of any telephonic confirmation/email without the submission of the aforesaid Form and original receipt shall not be considered for the purpose of Withdrawal.
3. The University has right to cancel the admission of any student, if he/she fails to pay the fees by the due date or fails to submit the mandatory documents or the student continuously absents himself/ herself from the University for 07 working days from the commencement of Academic Session. In such case, refund, if any, shall be governed according to the applicable policy.

### REFUND POLICY :

The fee refund policy is based on the UGC guidelines. The refund of academic fees will be considered as per the date of submission of and will be governed as per the following schedule:

S. No.	Percentage of Refund of Academic Fee *	Submission Date of Admission Withdrawal Form
1	100% of Semester/Year fee, whichever is applicable	15 days or more before the formally notified last date of admission
2	90% of Semester/Year fee, whichever is applicable	Less than 15 days before the formally notified last date of admission
3	80% of Semester/Year fee, whichever is applicable	15 days or less after the formally notified last date of admission
4	50% of Semester/Year fee, whichever is applicable	30 days or less but more than 15 days after formally notified last date of admission
5	0% of Semester/Year fee, whichever is applicable	More than 30 days after formally notified last date of admission

\* Inclusive of course tuition fee and other academic fee, but excluding of security deposit & application fee.

Registrar  
SGT University,  
Budhera, Gurugram

### GENERAL INFORMATION :

1. Notified Last date for Admissions against regular seats for the Academic Session 2023-2024 will be 31<sup>st</sup> July, 2023 and commencement of Academic Session 2023 will be 01<sup>st</sup> August, 2023.
2. All students will be considered as admitted provisionally, till they deposit all prescribed fees, pass certificates as per eligibility criteria and other certificates/documents as applicable.
3. Any student who does not comply with any of the above conditions within the stipulated time, the University shall have the right to cancel his/her admission.
4. Information Brochure/Prospectus/Application Fee of Rs. 2,100/- (Rupees Twenty-one hundred only) is non-refundable.
5. While calculating the refund, if there are any dues on any account of the student, the same will be adjusted first and then the balance amount will be refunded to the student after making deduction of Rs. 10,000/- as processing charges, including counselling fee.
6. The mode of payment of the refund will be through NEFT/RTGS or cheque only.
7. All refunds shall be made to the bank account of the student/parent only as per the details furnished.
8. The University is not responsible for any delay in transit involved in receipt and delivery of any communication between the University and the applicant.
9. No admission is considered as auto withdrawal until required formalities are completed as per policy.
10. Those who are given provisional admission in spite of their not having the qualifying examination result must submit the said result (meeting the eligibility criteria) before November 30, 2022, failing which their provisional admission will stand cancelled and no refund shall be made except the security deposit.
11. No interest is payable on a refund of any fees/deposit.
12. **This policy shall not be applicable to the course(s) wherein the admissions are made through Centralized Counselling or governed by the respective regulatory/designated bodies.**
13. The university reserves the right to modify and/or amend refund policy without prior notification.
14. All disputes shall be within the legal jurisdiction of Gurugram only.

### REFUND POLICY FOR HOSTEL CHARGES :

1. If the student withdraws his/her admission before the commencement of Academic Session i.e. 01<sup>st</sup> August, 2023, only Rs. 1,000/- will be deducted from the hostel fee as processing charges and balance shall be refunded.
2. If the student withdraws from Hostel after the commencement of the Academic Session/classes/reporting for hostel (irrespective of the date of admission and irrespective of whether the candidate has occupied room or not), the Hostel Charges for minimum 3 months or pro-rata basis will be deducted except security deposit.

**Note : In case of any damage incurred by the student, damage charges shall be deducted from the security deposit. In case the damage charges exceed the security deposit amount i.e. Rs. 10,000/-, the student shall bear the additional cost.**

***No refund shall be made in case the student is expelled from the hostel.***

  
**Registrar**  
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**Budhera, Gurugram**

**REFUND POLICY FOR TRANSPORT CHARGES :**

1. If the student withdraws his/her admission before the commencement of the Academic Session/classes, only Rs. 1,000/- will be deducted from the transport fee as processing charges and balance shall be refunded.
2. If the student withdraws from Transport facilities after the commencement of the Academic Session/classes (irrespective of the date of admission), the Transport Charges for minimum 3 months or pro-rata basis will be deducted except security deposit.

**Note: If the student withdraws after the notified Period mentioned in the policy, no refund shall be made.**



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