

CANCELLATION OF ADMISSION & REFUND OF FEE

Students who wish to withdraw their admission are required to fill the requisite proforma (available in the College Admin Office) counter-signed by the Admission convenor and Teacher-In-charge of the concerned department.

Cancellation of admission and refund of fee shall be in accordance with the norms followed by the University of Delhi. Refund cheques will be sent to the address specified in the withdrawal form.

DELHI UNIVERSITY RULES FOR REFUND OF FEE ON ACCOUNT OF WITHDRAWAL/CANCELLATION OF ADMISSION.

Reasons for seeking refund	Quantum of fee to be refunded
1. When a student applies for withdrawal of admission upto 31st July.	Full fee after deduction of Rs. 500/- and full examination fee.
2. When a student applies for withdrawal of admission on or after 1st August till three working days before the last date of admission (including the last day of admission).	Full fee after deduction of Rs. 1000/- and full examination fee.
3. When an admission is made inadvertently due to error/ omission/ commission on the part of the University/College.	Full fee and full examination fee.
4. When cancellation of admission is due to concealment/ falsification of facts, submission of false/ fake certificate(s), providing misleading information by the student or for any error/ mistake on the part of the student.	No fee will be refunded.
5. In case of Migration of a student in III semester from one college to another college (If permissible under the University rules), up to 31st August of the year of migration	Full fee after deduction of 20% of the total fee and full examination fee.
6. When a student of Self Financing course applies for withdrawal of admission on or before the last date of admission.	Full fee after deduction of Rs. 1000/- and full examination fee.
7. If a student provisionally admitted to a course on declaration of the result of his qualifying examination/ compartmental examination becomes ineligible for admission and his/her admission is cancelled.	Full fee after deduction of Rs. 1000/- provided that he/she applies for refund in the same Financial Year.
8. In case a student after his/her admission expires within one month of the last date of admission.	Full fee including examination fee will be refunded to his/her parents
9. When a student has been allowed to change the course of study in the same college or within the departments of the University.	After adjustment of fees already paid the student will be required to pay the remaining amount due as prescribed for the new course. In case the student paid in the previous course more than the amount due for the second course, the excess amount will be refunded/adjusted towards further month(s) fees.

*If an applicant wishes to withdraw / cancel the admission, and wants to take admission in other program / college, the fee will not be refunded. Admission fee will be adjusted automatically and student will pay only the balance fee if it is more. If in the new college / program, the fee is less, the balance would be refunded to the applicant's account as per university rules.

In all cases, security deposit/ caution money (if any) shall be refundable after obtaining clearance from the relevant quarters provided she applied for refund of the same within a period of one year from the date of leaving the Institution (up to 31 March).