



CU Admission (Cancellation & Refund) Amendment Regulation 2019
(Revised to be effective from 2019-20)

Policy:

CHRIST 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 the rules for refund.

Regulation:

- This Regulation will form part of Admission Regulations of the University 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 UGC Notification on Refund of Fees and Non-Retention of Original Certificates of October 2018 and shall be effective from Academic Year 2019-20
- Any student admitted to any of the Courses offered by the University 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.
- Application form for Cancellation/Withdrawal must be made in the prescribed form (Annexure 1) duly signed by the student and the parent.
- Application for cancellation of admission/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 University Website. No other mode of application shall be acceptable. If the application is made online, personal appearance of the student or his/her authorised representative along with the specified documents¹ 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 the refund eligibility will be determined accordingly.
- 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.
- CHRIST in view of its strict Attendance Regulation does not normally admit any student to any course after the notified last date of admission or after commencement of classes and hence the seats of cancelled admission shall remain unfilled at all times thereafter.
- Admissions to all courses will officially close **15 days prior to the commencement of classes** and the said date of closure of admission shall be the notified date forming the basis for considering the amount of refund.
- If a student after joining for the Course leaves it in mid-session, the entire fees collected shall be forfeited.

- The University 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.
- Student 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 for cancellation with reference to the notified last date of admission.

1. Original Fee Receipt. 2. Original Documents Acknowledgement.

- 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	Less than 15 days Prior to	15 days or less after	30 days or less but more than 15 days after	Beyond 30 days after
Deduction	Lower of Rs.5000 OR 5% of Course fee	10% of Course fee	20% of Course fee	50% of Course fee	100% of Course fee
Refund	100%	90%	80%	50%	00%

- 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.
- 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.
- Reason/s for cancellation of admission/withdrawal will never be a factor of consideration for determining the amount of refund though the Vice Chancellor may at his discretion approve refund for higher amounts depending on circumstances leading to such cancellation/withdrawal.
- Any Court Proceeding relating to Refund of Fee irrespective of the domicile of the student shall be only in the City of Bangalore.

01.04.2019

Approved by

Director