



URGENT/OUT TODAY

No. Acad.-I/2015-2016/Refund of Fee/ **541**
26th June, 2015

NOTIFICATION

Subject: Rules for Refund of Fee on account of withdrawal/cancellation of admission etc.

The following rules for refund of fee to students on account of withdrawal/cancellation of admission etc. approved by the University for implementation w.e.f. the academic session 2015-2016, are hereby notified for necessary compliance by all concerned:

A. ADMISSION FEE: REGULAR COLLEGES/DEPARTMENTS/NON-COLLEGIATE WOMEN'S EDUCATION BOARD/SCHOOL OF OPEN LEARNING

	Reasons for seeking refund	Quantum of fee to be refunded
a)	When a student applies for withdrawal of admission upto 31 st July.	Full fee after deduction of Rs. 500/- and full examination fee.
b)	When a student applies for withdrawal of admission on or after 1 st 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.
c)	When a student applies for withdrawal of admission after three clear days of the last date of admission	No fee will be refunded, except the examination fee.
d)	When admission is made inadvertently due to error/omission/commission on the part of the University/college	Full Fee and full examination fee.
e)	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.



f)	In case of Migration of a student in III semester from one college to another college (if permissible under the University rules), up to 31 st August of the year of migration.	Full fee after deduction of 20% of the total fee and full examination fee.
g)	When a student of a 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.
h)	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.
i)	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.
j)	In case an M.Phil. or Ph.D. student applies for withdrawal of admission within seven days of the date of admission.	Full fee after deduction of Rs. 500/-
k)	If an M.Phil. or Ph.D. student pursuing Course discontinues his/her study or withdraws his/her admission after seven days of the date of admission.	50% of the total fee.
l)	In case admission to the Ph.D. course is offered at a later date and the student withdraws his/her admission within one month	50% of the total fee.
m)	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



B. SCHOOL OF OPEN LEARNING

	Reasons for seeking refund	Quantum of fee to be refunded
(i)	When a student applies for withdrawal of admission within 15 days of the date of his/her admission	Full fee after deduction of Rs. 500/- and full examination fee.
(ii)	When a student applies for withdrawal of admission after 15 days but within a month of the date of his/her admission	Full fee after deduction of Rs. 1000/- and full examination fee.

C. REFUND OF EXAMINATION FEE. (Regular Colleges/Departments/Non-Collegiate Women's Education Board/School of Open Learning)

	Reasons for seeking refund	Quantum of fee to be refunded
(i)	In the event of death of a candidate before the commencement of the examination.	Full fee will be refunded to the parents of the student.
(ii)	In the event of student's inability to continue his/her studies at least one month before the commencement of the examination duly certified by the Principal/Head of the Department/Dean of the Faculty	Full fee after deduction of Rs. 200/-

D. REFUND OF FEE OF RE-CHECKING OF MARKS

	Reasons for seeking refund	Quantum of fee to be refunded
(i)	If on re-checking/revaluation of the results, any error or omission is discovered in respect of the marks originally awarded by the examiner concerned or in the record of results prepared by the University	Full re-checking/revaluation fee deposited by the candidate for the purpose shall be refunded to the candidate.

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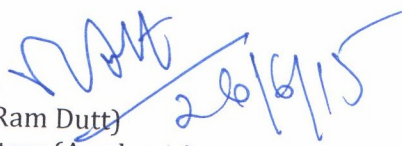


E. REFUND OF FEE PAID FOR STATEMENT OF MARKS/MIGRATION CERTIFICATE / PROVISIONAL CERTIFICATE / SPECIAL CERTIFICATE/ OFFICIAL TRANSCRIPT/DUPLICATE CERTIFICATE, etc.

	Reasons for seeking refund	Quantum of fee to be refunded
(i)	If a candidate applies for supply of any of the above documents but does not avail it or withdraws his/her application	The fee paid will not be re-funded


F. In all cases, security deposits/caution money (if any) shall be refundable after obtaining clearance from the relevant quarters, provided he/she applies for refund of the same within a period of one year from the date of leaving the Institution.

This will supercede all previous notifications/circulars issued by the University with regard to refund of fee.


(Ram Dutt)
Joint Registrar (Academic)

Copy forwarded for information to:-

1. The Deans of all Faculties/Heads of the Departments/Principals of all Colleges
2. The Dean, Students' Welfare, University of Delhi,
3. The Dean (Examinations), University of Delhi,
4. The OSD (Examinations)
5. The Deputy Registrar/ Deputy Controller (Exam), South Delhi Campus, New Delhi-110021.
6. The Deputy Dean, University Information Centre, University of Delhi,
7. The Director, DUCC for uploading in the University website.
8. The Assistant Registrar (Accounts), University of Delhi.
9. The Section Officer, Academic Branch-II, University of Delhi


Section Officer (Academic-I)