

## **SECTION – 12**

### **University of Calcutta**

#### **Policy for Refund of Admission fees**

Following UGC guideline, if any candidate decides to withdraw from the course in which he/she took admission, then the University shall follow the system mentioned below of the UGC norms for fee refund.

Refund of Fee (percentage)	Time period (withdrawal of the application)
100%	15 days or more, before the last date of admission has been notified
90%	Less than 15 days before the last date of admission
80%	15 days or less, after the last date of admission
50%	30 days or less, but more than 15 days, after the last date of admission
0%	More than 30 days after the last date of admission

Processing fee for cancellation & refund of any admission is Rs. 1000/- per candidate will be deducted from the fees deposited in all cases.

Candidates have to apply for cancellation of admission taking clearance from the competent section.

After getting cancellation of admission report, candidate has to submit claim for refund of admission fees. Refund Application must have mentioned details of the Bank Account having (i) Bank Name, (ii) Branch Name, (iii) Account No., (iv) IFSC Code, (v) Name of the account holder, (vi) Type of account etc clearly.