



**Ref.No. ADYPU/RO/Refund Policy/2023-24/463**

**Date :- 26/04/2024**

**NOTIFICATION**

As per the circular received from University Grant Commission (UGC), it is hereby notified for information of all concerned that the Ajeenkya DY Patil University (ADYPU), Pune has published the Fees Refund Policy on Cancellation of Admission for your information and perusal.

The guidelines of Fees Refund Policy on Cancellation of Admission are as listed below:

**1. Applicability and Enforcement**

**2. Procedure for Cancellation / Withdrawal of Admission**

- Rules for Refund of Academic fess.
- Provisional Admission Cancellation.
- Refund of fees in other cases.
- Transfer of fees in case of Transfer of admission to another school.
- Nonrefundable fees.

The policy will come into force with immediate effect.

**Raymond Paul**  
**Registrar**



## **POLICY FOR REFUND OF ACADEMIC FEES ON CANCELLATION OF ADMISSION**

### **1. APPLICABILITY AND ENFORCEMENT:**

- a. The Policy is applicable to all Undergraduate and Postgraduate Programs offered by Ajeenkya DY Patil University, Pune.
- b. The Policy will be effective for the Academic Year 2024-25 and shall have regulatory force on extent as well as future grievances over issues and matters covered herein.
- c. The Fees charged are for the full Academic Year and is to be paid at the beginning of the Academic Year.
- d. The Cut-off dates for admission will be notified by university separately by circular.

### **2. PROCEDURE FOR CANCELLATION / WITHDRAWAL OF ADMISSION:**

- a. A student shall apply for cancellation of admission in the prescribed format (**attached as Annexure I**) to the University within the stipulated time frame.
- b. The University after following due procedure will cancel the admission of the applicant and shall refund the in accordance with Refund Policy to the student within stipulated time from the date of his / her receipt of written application in prescribed format.
- c. Along with the application, students are required to submit a copy of the fee receipt & copy of the cancelled cheque or bank account details from which the fees have been deposited.
- d. The refund shall be given only if the student has submitted an application for refund in the prescribed format failing which refund cannot be given. **RULES FOR REFUND OF ACADEMIC FEES** If a student applies to withdraw / cancel the admission from the program of study in which he / she is enrolled, the following system shall be followed for the refund of fees.



*Ray*

Category	% of refund of fees*	Point of time when Student applies for withdrawal/ cancellation of admission *
I	100%	If students cancel the admission before 15 <sup>th</sup> September 2024 - After deducting Processing Fee of. ₹. 2,000/- balance fees will be refunded.
II	90%	If students cancel the admission between the period 15 <sup>th</sup> September 2024 to 30 <sup>th</sup> September 2024 After deducting 10% of total academic fees + Processing Fee of. ₹. 2,000/- balance fees will be refunded.
III	80%	If students cancel the admission between the period 01 <sup>st</sup> October 2024 to 15 <sup>th</sup> October 2024 After deducting 20% of total academic fees + Processing Fee of. ₹. 2,000/- balance fees will be refunded.
IV	50%	If students cancel the admission between the period 15 <sup>th</sup> October 2024 to 31 <sup>st</sup> October 2024. After deducting 50% of total academic fees + Processing Fee of. ₹. 2,000/- balance fees will be refunded.
V	0%	If students cancel the admission after 30 <sup>th</sup> October 2024. No fees will be refunded the students has to pay full academic year fees.

**\* Subject to modification in accordance with guidelines received from the UGC.**

The Fees chargeable are for the full Academic Year.

For the convenience of the students, the payment of fees is permitted in two instalments.

**Notes**

- The Cut-off dates for admission will be as notified separately every year by Ajeenkya D Y Patil University as per directives of University Grant commission.
- Admission after the last date will be treated as late admissions and the refund policy mentioned in the above table will not be applicable for such students. The entire amount of first year fees would be non-refundable in such cases.
- Last date of admission may be changed / extended as per guidelines of UGC /governing authorities.
- All days are inclusive in calculation.
- In case of Non-Attendance of Student for second semester and if student requests for refund of second Instalment, No refund would be admissible. The entire fees of the second instalment would have to be paid by the student.

*Rav*





### **PROVISIONAL ADMISSION CANCELLATION –**

In case a student applies to withdraw / cancel his / her "Provisional Admission", then for the refund of fees remittance of refund after deducting Processing Charges of ₹. 5,000/- or 5% of fees paid (Full fees applicable for the complete year), whichever is lower shall be considered.

### **REFUND OF FEES IN OTHER CASES :-**

- a. In case, the admission of student is cancelled on account of disciplinary action or violation of Anti-Ragging Regulations, Substance Abuse, or breach of the Code of Conduct or any other Rules & Regulations of the University, No Refund of fees is permissible.
- b. In case, the admission of a student is canceled/terminated on account of non-fulfilment of eligibility criteria, no Refund of fees is permissible.
- c. In any other case which is not covered in these rules, the decision taken by the Vice Chancellor and Registrar would be final and binding.

### **TRANSFER OF FEES IN CASE OF TRANSFER OF ADMISSION TO ANOTHER SCHOOL :-**

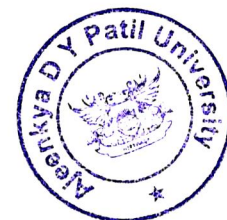
1. In case the student applies for transfer of admission from one School of ADYPU to another School of ADYPU, the transfer application shall be processed and if approved by the University, the transfer of fees shall be as under:

a. If the student applies for transfer of admission to another school of the University before the commencement of the program, then 100% of fees shall be transferred to the other school. However, applicable administrative charges would be charged.

In case, the program fees are different, then the student will have to pay the difference in the fees, or else the amount will be adjusted in the next instalment/ refunded to the student.

b. If the student applies for transfer of admission to another School of the University, after commencement of the program, then the proportionate amount of academic fee shall be deducted and remaining amount after deductions shall be transferred to the other School.

In case, the program fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student. However applicable administrative charges would be charged.



2. If the student applies for transfer of admission to another School of the University and his/her transfer is approved by the University then the first School from where the student has been transferred will hand over certificates/ documents to the student, to enable him/ her to submit the documents /certificates in the other School.

**NON- REFUNDABLE FEES :-**

- Application form fee
- Entrance Test Fees



**Raymond Paul  
Registrar**





**Annexure-I**

**Application for Cancellation of Admission for the Academic Year \_\_\_\_\_**

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**To,  
The Registrar  
Ajeenkya D Y Patil University,  
DY Patil Knowledge City,  
Charoli Bk.via Lohegaon,  
District Pune – 412 105  
Maharashtra , India**

Respected Sir/ Madam,

1. I have enrolled at Ajeenkya D Y Patil University in the School of \_\_\_\_\_ for the Program \_\_\_\_\_.

2. I wish to cancel my admission. Details of my admission and reason for cancellation are as under:-

Name of student: \_\_\_\_\_

Program Name : \_\_\_\_\_ Year & Semester :- \_\_\_\_\_

(Application No./URN Number : \_\_\_\_\_)

Address for Communication:

\_\_\_\_\_  
\_\_\_\_\_

**Fees Details :-**

Fees Paid: ₹. \_\_\_\_\_ Receipt No: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email id: \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_







**AJEENKYA** | THE INNOVATION  
D Y PATIL UNIVERSITY UNIVERSITY

3.I request you to cancel my admission and issue original `Transfer / Leaving Certificate and Migration Certificate`. I have read the Cancellation and Refund policy of ADYPU carefully and understand the rules regarding the same. I request you to return the original documents submitted by me, if any. The refund of fees may please be transferred to bank account no., IFSC Code \_\_\_\_\_ Branch Name \_\_\_\_\_ (Enclosed herewith cancelled cheque or Bank Passbook for ready reference)

Name & Signature of Student: \_\_\_\_\_

Name & Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

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**Signature with Date & Remark: (Head, Academic Advisor)**

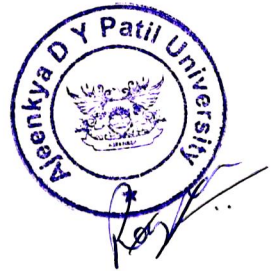
**Signature Date and Remarks of the Dean, School of \_\_\_\_\_**

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**Cancellation of Admission Recommended / Not Recommended**

**Date:** \_\_\_\_\_

**Sign:** \_\_\_\_\_





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D Y PATIL UNIVERSITY UNIVERSITY

**For office use only**

Issued Leaving Certificate in original along with following documents on \_\_\_\_\_ (date).

**Dean, Students Services Division**

**Eligibility Officer, Registrar Office**

**Identity Card received:** Yes / No / NA

**ERP Deactivation:** Yes / No

**Date:** \_\_\_\_\_

**Name & Signature of Academic Coordinator**

**Email Id Deactivation:** Yes / No / NA

**Date:** \_\_\_\_\_

**Name & Signature of Manager/ Dy. Manager IT & Infra Services**

**Receipt**

Received 'Leaving Certificate' in original along with following documents from Ajeenkya D Y Patil University on (date). Received following original documents:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Date: \_\_\_\_\_

Name & Signature of student /parent \_\_\_\_\_

Received a refund of fees amounting. ₹. \_\_\_\_\_ (₹. \_\_\_\_\_)

Name & Signature of Student: \_\_\_\_\_ Name & Signature of Parent: \_\_\_\_\_

📍 Ajeenkya DY Patil University  
Charholi Budruk, via Lohegaon,  
Pune, India-412105

☎ +91 20 274 09842  
📞 University Hotline:  
+91 8686868686

✉ info@adypu.edu.in  
🌐 www.adypu.edu.in







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D Y PATIL UNIVERSITY UNIVERSITY

**FOR FINANCE DEPARTMENT ONLY**

Refund Request received on: ₹. \_\_\_\_\_ (date)  
Total Fee Paid: ₹. \_\_\_\_\_  
Fees Non-Refundable: ₹. \_\_\_\_\_  
Fees Refundable (As per refund policy): ₹. \_\_\_\_\_

**Date:**

**Accountant**

**Chief Finance & Accounts Officer**

**FOR REGISTRAR OFFICE ONLY**

1. Recommended for admission cancellation Forwarded / Not Forwarded  
2. Recommended for refund of fees Forwarded/Not Forwarded

**Date:**

**Registrar**



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Charholi Budruk, via Lohegaon,  
Pune, India-412105

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✉ info@adypu.edu.in  
🌐 www.adypu.edu.in



## **Instructions:**

1. **Admission Cancellation request will not be entertained through email / fax / telephone.**
2. Student can cancel his / her admission by making a written application (prescribed format) to the Registrar, Ajeenkya D Y Patil University.
3. Cases of cancellation of admission and refund of program fee shall be governed by the following rules.
  - a. Admission after the last date will be treated as late admissions and the refund will not be applicable to such students.

<b>Category</b>	<b>% of refund of fees*</b>	<b>Point of time when Student applies for withdrawal/ cancellation of admission *</b>
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V	0%	If students cancel the admission after 30 <sup>th</sup> October 2024. No fees will be refunded the students has to pay full academic year fees.

- b. Any student, whose admission is provisional and fails to submit the required documents within prescribed time limit, his / her admission will stand cancelled, and no refund of fees paid claim will be admissible.
- c. Subsequent to the cancellation of admission, with the approval of Vice-Chancellor, the original 'Leaving Certificate' may be issued on the next working day from the date of receipt of application for cancellation of admission. Process for refund of fees paid requires minimum 15 working days.

