

University of Pune



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Ganeshkhind,
Pune - 411 007.

Circular No.179 of 2008

All concerned should note the following decisions taken by the University Authorities regarding rules of refund of fees :

1. Cancellation of admission before the commencement of the course – It is resolved that the courses which come under the jurisdiction of DTE, Scheme of refund of fees should be as follows :

Cancellation charges and Refund of Tuition, Development and other fees for the admissions secured through CAP : The candidate who has been provisionally admitted through CAP may cancel admission by submitting an application in duplicate, and may request for refund of fees. The cancellation charges and refund of fees as applicable shall be made in due course by the respective institute. It is made clear that such application for cancellation will be considered if and only if the admission is taken provisionally through CAP by paying the prescribed tuition fee in full and by submitting original documents as mentioned in these rules. Refund of tuition fees and other fee to be made after deduction of the cancellation charges after allotment after EACH ROUND OF ALLOTMENT/ADMISSION is as shown below :

Sr.	Category	Period and amount of cancellation charges		
		Upto 10 days from the last date of reporting for allotment as per schedule (excluding the last date of reporting)	From 11 th day upto 20 days from the last date of reporting for allotment as per the schedule (excluding the last date of reporting)	After 20 days from the last date of reporting for allotment as per schedule (excluding the last date of reporting)
1.	All the candidates excluding Foreign Nationals/ Persons of Indian Origin etc.	20% of the tuition, Development and other fees	50% of the tuition, Development and other fees	100% of the tuition, Development and other fees
2.	50% refund of tuition, development and other fee against cancellation of admission taken against the seats for Foreign Nationals/Persons of Indian Origin etc. is permissible up to 20 days from the date of their admission. After 20 days from the date of their admission, candidates are not eligible for any refund of tuition, development and other fees.			

2. For the courses which do not come under the jurisdiction of DTE e.g. B.A., B.Sc., B.Com, M.A., M.Com, M.Sc, LL.B., L.L.M. etc. – Cancellation of admission before the commencement of courses of the relevant academic year as per the notification issued by UGC, New Delhi dated 23rd April, 2007.

For the candidates who cancel their admissions before starting the course for the relevant academic year- His entire fee after deduction of processing fee of not more than Rs. 1000/- shall be refunded to the student by the University/concerned Institution.

If the student cancel his admission after the course is started following scheme will be adopted for refund of total fees :

Sr. No.	Time of Cancellation	Vacant seat has been filled by another candidate before last date – amount to be deducted
1.	From 1 st day to 10 days (first day is inclusive) from the date of commencement of the course	20% of the total fees
2.	From 11 th to 30 th days from the date of commencement (first day is inclusive) of the course	40% of the total fees
3.	After 30 days (First day is inclusive)	100% of the total fees

The earlier rules of Refund of Fees (Ref. No. Law/2002/365 dated 30th October, 2002) may be treated as cancelled.

Ganeshkhind
Pune 411 007
Ref.No. PGS/ 4877
Date : 16-04-2008

 *S. P. S. 16/4/08*
Deputy Registrar
Admission

Copy forwarded for information & necessary action to:

1. The Heads of all University Departments.
2. The Principals of all Affiliated Colleges.
3. The Director of all Recognised Institutes.
4. The Heads of the Administrative Section of the University Office.