



**OFFICE OF THE REGISTRAR**

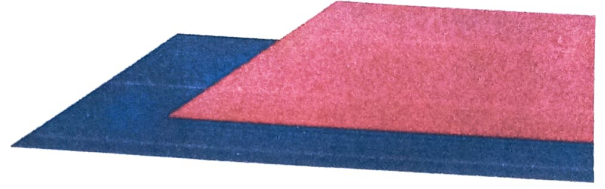
Ref No: DBUU/REG(5)/2021-22/115

Dated: 15/03/2022

**NOTIFICATION**

**Subject: Guidelines for Refund of fees.**

1. All applications for Admission Withdrawal shall be submitted through Dean/HOD/Coordinator of respective School/ Departments only.
2. The following refund policy will apply ONLY if the student has properly submitted the Withdrawal Application form in University through the proper channel.
3. In case the admission is canceled due to non-payment of remaining dues by the due date mentioned in the respective Provisional Admission Letter, or the student is absent himself/herself then the whole amount deposited will be forfeited.
4. Registration Fee, Admission fee, and Enrollment fee is non-refundable under any circumstances, whatsoever.
5. If the notice of withdrawal of admission is served to the university 15 days or more before the commencement of classes (As per the Academic Calendar), then a 100% refund will be provided.
6. In case of less than 15 days before the commencement of classes (As per the Academic Calendar), then 90% refund will be provided.
7. If the notice of withdrawal of admission is served to the university 15 days or less after the commencement of classes (As per Academic Calendar), then 80% refund will be provided.
8. In case of 30 days or less but more than 15 days, after the commencement of classes (As per Academic Calendar), a 50% refund will be provided.
9. If the withdrawal of admission is served to the university more than 30 days after the commencement of classes (As per the Academic Calendar), then no refund will be provided.
10. The amount refundable shall be processed on the basis of submission of application for withdrawal and the decision will be based on a "first come first serve" basis. All refunds



will be calculated on a pro-rata basis of annual academic fee i.e. including both installments after deducting the non-refundable fee.

11. No interest is payable on refund of any fees/deposits.

12. In case of any dispute, the decision of Vice Chancellor, Dev Bhoomi Uttarakhand University shall be final and binding.

13. All disputes arising out of or in connection with this are subject to the exclusive jurisdiction of Courts of Dehradun.

14. The University reserves the right to exercise discretionary powers and amend the policy anytime without prejudice.

Enclosure: Appendix A: Admission Withdrawn & Fee Refund Form

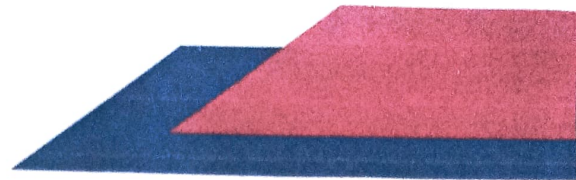
  
Registrar

To

- All deans
- Finance Officer
- Director Admission
- Head – Digital

Copy to:

1. Chancellor/Pro-Chancellor
2. Vice- Chancellor/ Pro Chancellor



**Admission Withdrawn & Fee Refund Form (Session .....)**

Application Date -	Reporting Date	Application No	
Student Admission ID ( BLOCK LETTER)	Student Name( BLOCK LETTER)	Program Name( BLOCK LETTER)	
Date of Admission	No of Classes Attended		
Fee Submitted ( Academics)	(Hostel/Transport)		
<b>Reason for Withdrawal -</b>			
Candidate Signature ( with Date & Time)			
<b>Account Details for Refund</b>			
Account No	Bank Name	IFSC Code	Branch Name
<b>School/Department ( No Dues)</b>	<b>Library ( No Dues)</b>	<b>Hostel/Transport(No Dues)</b>	
			Verified & Recommended by (HoD/Dean)
<b>PAYMENT DETAILS ( Verified By Admission Cell &amp; Account office Use only )</b>			
Course Fee Received ( Other than Non Refundable Amount)	Fee Refund (Amount) in Words	Approved By (Competent Authority)	
ERP Updating & Processing By Account Department		Admission Done By	
Remarks (If Any)		Accountant Signature	