



## REFUND/CANCELLATION POLICY

Refund of fees is governed in accordance with the guideline issued by Statutory Councils and Regulatory Authorities from time to time for students seeking admission in 2024-25 (new Admission).

Any notice of withdrawal **prior to** the date of commencement of classes (1st Day of Induction Program) is eligible for 100% refund.

In case of student apply for refund or admission cancellation, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

Sr. No.	Point of time when notice of withdrawal of admission is informed to the University	Percentage of Refund of Aggregate Fees* (Refund Admissible when class attended)	Percentage of Refund of Aggregate Fees* (Refund Admissible when class NOT attended)
1.	Within 15 days from the date of commencement of Classes (1 <sup>st</sup> Day of Induction Programme)	75%	100%
2.	After 15 days from the commencement of classes (1 <sup>st</sup> Day of Induction Programme)	0%	0%

### Note:

- Dates for withdrawal of admissions for refund might change as per the statutory councils and regularity authorities' norms.
- In case of 100% refund of aggregate fee, Rs. 2,000/- will be deducted as processing charges from the refundable amount exclusive of security deposit.
- Fee of Rs.900/- paid for Application form for admission is non-refundable.

Validity of date for submission of application for refund is as per the date of email received on [refund@krmangalam.edu.in](mailto:refund@krmangalam.edu.in) / official email id or Refund Form submitted in Hard copy.

### Registrar