



Admission cancellation cum refund policy

RAMAIAH UNIVERSITY OF APPLIED SCIENCES (RUAS)

Bengaluru

Cancellation of Admission/Withdrawal - Regulation:

Policy:

RAMAIAH UNIVERSITY OF APPLIED SCIENCES (RUAS) (A Private University) will consider any request for cancellation of admission / withdrawal from studies if such request is made in accordance with the prescribed Regulations. The Regulations will include procedure for cancellation/withdrawal as well as the rules for refund.

Regulation:

1. This Regulation will form part of Admission Regulations of the University and lays down the procedure for cancellation of admission and for refund of fee paid. The Regulation is based on UGC Guidelines in this regard as contained in UGC Regulations, 2016.
2. Any student admitted to any of the Courses offered by the University may, for valid reason only, apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admission or later.
3. Written request application should be submitted by student or by parent and to be routed through the Dean and Academic Registrar of respective Faculty.
4. Original fee paid receipt to be enclosed to the request. NOC/NDC from Faculty / Dept. to be submitted, as appropriate.
5. Refund may be considered only in respect of Academic Course Fee (includes tuition fee and other fees applicable for the year) and provided that there is no loss of seat for University.

Note:

RAMAIAH UNIVERSITY (A Private University) in view of its strict attendance Regulation does not normally admit any student to any course after commencement of classes and hence the cancelled seats will generally become "lost seats"

6. Admissions to all courses will close prior to the commencement of classes. One day prior to First day of commencement of classes (first day of attendance) will be considered to be the "Last Date of Admission" for the respective academic year.
7. The Student seeking cancellation of admission and seeking refund will be covered under following guidelines which is in terms of UGC vide letter Ref: D.O. No. 1 – 3/2007 (CPP-II) dated 06-12-2016 and Notification of December 2016.





For University Direct Admissions:

A) Students who haven't taken admission

Sl No	Admission & Fee Paid Status	Percentage of refund
1	For Refund of Registration Fee	100 % of the amount deposited without any time stipulation for submission of request. *Rs. 3000/- will be deducted as handing charges

B) Students who have taken admission and later withdrawn due to their own reasons

If the withdrawal request is made by the student		
1	15 days BEFORE Last Date of Admission.	100% refund less 10% towards handling charges.
2	Within 15 days AFTER commencement of class.	80% of the fees paid , less Rs.1,000/- towards processing charges.
3	AFTER 15 days but BEFORE 30 days of commencement of classes.	50% of the fees paid , less Rs.1,000/- towards processing charges.
4	AFTER 30 days of commencement of classes	NIL - Not eligible for any refund.

C) For CET/PGCET/PGET Admissions

1	Student seeking cancellation of admission due to KEA allotting him/her to different college	100% refund less Rs. 1,000/- towards handling charges will be deducted.
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If the withdrawal request is made by the student		
1	15 days BEFORE Last Date of Admission.	100% refund less 10% towards handling charges
2	Within 15 days AFTER commencement of class.	80% of the fees paid , less Rs.1,000/- towards processing charges.
3	AFTER 15 days but BEFORE 30 days of commencement of classes..	50% of the fees paid , less Rs.1,000/- towards processing charges.
4	AFTER 30 days of commencement of classes	NIL - Not eligible for any refund.

8. All refunds will be made only to the bank account of the student/parent as per the NEFT details furnished within 15 working days from the approval of the cancellation/withdrawal.
9. Refunds or partial refunds will only be considered for a valid reasons or proven, extenuating circumstances.
10. Request for refund of caution deposit, where eligible, will be made subject to obtaining NOC from all the concerned departments.
11. Any Court Proceeding relating to Refund of Fee irrespective of the domicile of the student shall be decided by the Courts within the jurisdiction of Bangalore City only.
12. The decision of the University is final in respect of refunds and once refund is effected / decided, no further correspondences will be entertained.

