

REFUND POLICY OF SOA(N) AS PER AICTE GUIDELINES

(Reference: AICTE Guidelines No.- AICTE / Legal / 04(01) / 2007, April 2007)

Process of refund of tuition, development and other fees after cancellation of admission secured through CAP rounds, institute level round(s) and vacancy round(s) of admission:

The candidate, who has been provisionally admitted, may cancel admission by submitting an application for cancellation in duplicate, in the prescribed format and may request for refund of fee.

The refund of fee as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents.

Refund shall be made after deduction of the cancellation charges as shown:

SITUATION	REFUND
On request received before the date of start of the academic session & seat could be filled by the Institute before the cut off date.	Entire fee less by Rs 1000/-*
On request received on/after the beginning of academic session & seat could be filled by the Institute before the cut off date.	Entire fee less the Seat Cancellation Charges on prorata basis **
On request received before/after the start of the academic session & seat could not be filled by the Institute	No Refund (except security deposit)

Note

* Entire amount of Security/Caution Money Deposit will be refunded to the candidate.

** For calculation of the Cancellation Charges on the pro-rata basis, one month shall be treated as one unit e.g. if the candidate cancels admission on third day i.e. within one month after the start of academic session & the seat is filled before the cut off date, then Cancellation charges on pro rata basis will be the higher amount of (Entire fee) /12 or Rs. 1000/-



Authorized Signatory

Dated: 01.08.2012.