



## Details of Fee & Fee Refund Policies

### **Reg 62 Non recurring Fees for the students**

- [1] This regulation is applicable to the students of Centres of the University/ recognised institutions / approved institutions.
- [2] Non recurring fees to all students for all UG, PG, Research, Diploma and Certificate courses shall be taken for the following items:
  - [a] Registration Fee;
  - [b] Convocation Fee;
  - [c] Alumni Fee;
  - [d] Provisional Eligibility Certificate Fee, Migration Certificate Fee, Transfer / Reshuffling Fee, Registration Form Correction Fee, Registered Graduate Fee, Transcript Fee, Provisional Degree Certificate Fee, Duplicate Degree

Certificate Fee, Name correction in Mark-sheet application Fee, Dupli- cate Mark-sheet Fee, Reassessment Fee per paper, Bonafide Certificate Fee, Student Record Verification Fee;

[e] CGPA to Marks Conversion Fee, Special Subject Certificate, Mark-sheet verification fee, Rechecking Fee per paper;

[3] The non recurring fees shall be non refundable.

## Reg 63 Fees of University Students

- [1] This regulation shall be applicable to the students of Centres of University.
- [2] The fees per semester to be charged for various courses for various components shall be as notified by the University from time to time.
- [3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.
- [4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance by the Centre of CU.
- [5] Delay or default in payment:
  - [a] If a student does not pay fee on time, a fine shall be levied as per the decided by the Director of the Centre.
  - [b] If a student fail to pay the fees during this extended (15 days) time then his/her admission shall be notified as cancelled admission by the Director of the Centre.
- [6] The term fees shall be inclusive for the various components like (1) Tuition Fees (2) Laboratory fees (3) Stationery/Material Fees (4) Library Fees (5) Cultural Fees (6) Sports Fees (7) EPC Fees (8) Foundation in Research Fees (9) Campus Development Fees (10) ERP Fees (11) Internet Access Fees (12) ID Card Fees (13) Amenities Fees etc.

**[7] Fee refund for the admission cancellation request by the student:**

[a] If a student make a request to cancel the admission within one month then he/she will be eligible to get the 100 % refund of the fees paid except registration fees.

[b] If a student make a request to cancel the admission after one month but before two month then he/she will be eligible to get the 50 % refund of the fees paid except registration fees.

[c] After two months no student will get refund from the fees paid.

[8] The student with Free-ship Card has to pay the fees except tuition fees.

[9] The examination fees are planned and collected at the time of the middle semester for planning and arrangement.

[10] The payment of examination fees is not the eligibility to sit in the examination. If in any case, a student is not eligible to give the examination, then the fees of this purpose shall be refunded to him/her by the account branch on the recommendation of the examination branch.

## **Reg 64 Fees of Students of Recognised / Approved Institutions**

- [1] This regulation shall be applicable to the students of Recognised and Approved Institutions.
- [2] The fees per semester to be charged for various courses for various components shall be as notified by the University from time to time.
- [3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.
- [4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance.
- [5] The portion of the university from collected fees shall be submitted to the university within one month of the starting of the academic term. The portion of the university from collected fees shall be notified by the university.
- [6] Delay or default in payment:
  - [a] If a student does not pay fee on time, a fine shall be levied as per the decided by the Head of Recognised / Approved Institution.
  - [b] If a student fail to pay the fees during this extended time then his/her admission shall be notified as cancelled admission by the Head of Recognised / Approved Institution.
- [7] The term fees shall be inclusive for the various components like (1) Tuition Fees (2) Laboratory fees (3) Stationery/Material Fees (4) Library Fees (5) Cultural Fees (6) Sports Fees (7) EPC Fees (8) Foundation in Research Fees (9) Campus Development Fees (10) ERP Fees (11) Internet

Access Fees (12) ID Card Fees (13) Amenities Fees etc.

[8] Fee refund for the admission cancellation request by the student:

[a] If a student make a request to cancel the admission within one month then he/she will be eligible to get the 100 % refund of the fees paid except registration fees.

[b] If a student make a request to cancel the admission after one month but before two month then he/she will be eligible to get the 50 % refund of the fees paid except registration fees.

[c] After two months no student will get refund from the fees paid.

[9] Institute can not charge or collect the fees or amount which is not prescribed by the university.