

CANCELLATION AND FEE REFUND POLICY

1. Application form for Cancellation/Withdrawal must be made in the prescribed form (Annexure 1) duly signed by the student and the parent well in time, before the last date of admission along with original fee receipt, as per the prescribed format, attached with the policy. If personal appearance is delayed the cancellation request will be processed as on the date of such appearance and the refund eligibility will be determined accordingly. Approval and refund process will be initiated only after the receipt of application at the office of Directorate of Admissions.
2. Date of withdrawal for the above purpose is the date when duly signed copy of completely filled Form in prescribed format (In person or by email to concerned counsellor) is submitted to the Directorate of Admissions by the Prospective Student and parent. Date of any telephonic confirmation/email without the submission of the aforesaid Form and original receipt shall not be considered for the purpose of Withdrawal.
3. The University has right to cancel the admission of any student, if he/she fails to pay the fees by the due date or fails to submit the mandatory documents or the student continuously absents himself/ herself from the University for 07 working days from the commencement of Academic Session. In such case, refund, if any, shall be governed according to the applicable policy.
4. ANURAG UNIVERSITY will consider any request for cancellation of admission / withdrawal from studies if such request is made in accordance with the prescribed Regulations. No refund shall be allowed in respect of Application Fee and Admission Registration Fee.
5. ANURAG UNIVERSITY in view of its strict Attendance Regulation does not normally admit any student to any course after the notified last date of admission or after commencement of classes and hence the seats of cancelled admission shall remain unfilled at all times thereafter.
6. Admissions to all courses will officially close 15 days prior to the commencement of classes and the said date of closure of admission shall be the notified date forming the basis for considering the amount of refund.
7. If a student after joining for the Course leaves it in mid-session, the entire fees collected shall be forfeited.
8. The University collects Fees in advance for every year and term 'Last date for Admission' with reference to continuing students shall be the last date for issue of Hall Ticket for the End Semester Examination of the Even Semesters as may be applicable.
9. Student seeking cancellation of admission shall be eligible for refund of Academic Fee at the specified rates as detailed in the table herein below which are based on the date of submission of application for cancellation with reference to the notified last date of admission.
10. All refunds shall be only to the bank account of the student/parent as per the NEFT details furnished and shall be made within 15 working days from the date of approval of the cancellation/withdrawal.
11. Reason/s for cancellation of admission/withdrawal will never be a factor of consideration for determining the amount of refund though the Vice Chancellor may at his discretion approve refund for higher amounts depending on circumstances leading to such cancellation/withdrawal.

12. Refund of Academic Course Fee with reference to 'Last date for Admission' (as per the announced dates for different Courses) shall be as under:

Application	Last Date for Admission (July 29, 2024)				
	Before July 14, 2024	July 15 to July 29, 2024	July 30 to August 14, 2024	August 15 to August 29, 2024	Beyond August 29, 2024
Deduction	Nil	10% of Tuition Fee	20% of Tuition Fee	50% of Tuition Fee	100% of Tuition Fee
Refund	100%	90%	80%	50%	00%

13. REFUND POLICY FOR HOSTEL CHARGES

- 1. If the student withdraws his/her admission before the commencement of Academic Session i.e. 01st August, 2024, only Rs. 1,000/- will be deducted from the hostel fee as processing charges and balance shall be refunded.
- 2. If the student withdraws from Hostel after the commencement of the Academic Session/classes/reporting for hostel (irrespective of the date of admission and irrespective of whether the candidate has occupied room or not), the Hostel Charges for minimum 3 months or pro-rata basis will be deducted except security deposit.

Note: In case of any damage incurred by the student, damage charges shall be deducted from the security deposit. In case the damage charges exceed the security deposit amount i.e. Rs. 10,000/-, the student shall bear the additional cost. *No refund shall be made in case the student is expelled from the hostel.*

14. REFUND POLICY FOR TRANSPORT CHARGES :

- If the student withdraws his/her admission before the commencement of the Academic Session/classes, only Rs. 1,000/- will be deducted from the transport fee as processing charges and balance shall be refunded.
- If the student withdraws from Transport facilities after the commencement of the Academic Session/classes (irrespective of the date of admission), the Transport Charges for minimum 3 months or pro-rata basis will be deducted except security deposit.

Note: If the student withdraws after the notified Period mentioned in the policy, no refund shall be made.

15. Any Court Proceeding relating to Refund of Fee irrespective of the domicile of the student shall be only in the City of Hyderabad.

NOTE: The above mentioned dates of admission and commencement of course are subject to revision based upon the directive(s) received from UGC/Central Government/State Government pertaining to the Last Date of Admission and Program Commencement Date(s).

GENERAL INFORMATION / TERMS AND CONDITIONS :

1. Notified Last date for Admissions against regular seats for the Academic Session 2024-25 will be 29th July, 2024 and commencement of Academic Session 2024 will be 1st August, 2024.
2. All students will be considered as admitted provisionally, till they deposit all prescribed fees, pass certificates as per eligibility criteria and other certificates/documents as applicable.
3. Any student who does not comply with any of the above conditions within the stipulated time, the University shall have the right to cancel his/her admission.
4. The mode of payment of the refund will be through NEFT/RTGS only.
5. All refunds shall be made to the bank account of the student/parent only as per the details furnished.
6. The refund amount will be credited to the beneficiary account within 30 working days.
7. The University is not responsible for any delay in transit involved in receipt and delivery of any communication between the University and the applicant,
8. No admission is considered as auto withdrawal until required formalities are completed as per policy.
9. No interest is payable on a refund of any fees/deposit.
10. **This policy shall not be applicable to the course(s) wherein the admissions are made through EAPCET/ Centralized Counselling or governed by the respective regulatory/designated bodies.**
11. The university reserves the right to modify and/or amend refund policy without prior notification.

Notwithstanding what is contained in the Cancellation Policy given above, the University shall abide by the following Guideline of the UGC as stated in its letter D.O.No.F. F.III2021 (Secy) dated 16th July, 2021.

It may however be noted that the above guidelines will be applicable in respect of fresh admissions for the academic year 2024-25 only.

The student entitlement of refund, amount of refund and the circumstances are as follows:

Reason	Cancelled by	Refund Practice
Student hasn't cleared the qualifying examination required for admission	University	Full refund of Registration, Tuition and Academic & Administration (A & A) Fee after deducting INR 5000 as processing fee
Programme has been cancelled	University	Full refund of Application, Registration, Tuition and Academic & Administration (A & A) Fee
Student request for change in study campus/course	Student	No refund , INR 5000 deducted as processing fee and balance fee adjusted towards the new course fee.
Student chooses to withdraw from the program of study	Student	As mentioned in the table above in policy point 12.0***