



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, UNA [HP]

An Institute of National Importance under MoE

Saloh, Una [HP]-177209

Website: www.iiitu.ac.in

IIITU/Acad/Refund Policy-Updated/2021/369-75

10, Dec.'21

## Notification on Refund Policy of the Institute

**Ref.: The guidelines circulated by UGC (MoE, Govt. of India) in October, 2018 and JoSAA/CSAB Business Rules**

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If a student chooses to withdraw from the program of study in which the student is enrolled, the refund of fees applicable to the student is as follows:

Sr. No.	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the institute
(1)	100%	15 days or more <b>before</b> the formally-notified last date of admission**
(2)	90%	Less than 15 days <b>before</b> the formally-notified last date of admission**
(3)	80%	15 days or less <b>after</b> the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, <b>after</b> formally-notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally-notified last date of admission

\*: Inclusive of tuition fees and non-tuition fees but exclusive of caution money and security deposit

\*\* In this Academic Year, 13, Dec.'2021 will be treated as formally last date of admission for the purpose of processing refund requests. The entire fee submitted to the Institute will be refunded for admission cancellation requests received till 13, Dec.'2021. However, the institute may deduct a maximum of Rs.1000/- for the admission cancellations request received till 13, Dec.'2021.

### Notes:

- The above rules are applicable for entry level admissions in UG.
- Refund rules before candidate registration at IIIT, Una will be as per the guidelines of the JoSAA/CSAB.
- In case of admission in I Semester, the fee paid to JoSAA and CSAB will not be refunded as per JoSAA/CSAB business rules. The refund policy will only be applicable on "Remaining Institute Fee" paid by the student.

- (iv) The above rules shall apply for the cancellation of admission in higher semesters (II-VIII) also. The date of course registration of the respective semester will be interpreted as date of admission.
- (v) Fees shall be refunded by the institute to an eligible student within fifteen days from the date of receiving a written application from the student.
- (vi) Date of receipt of application will be the date for calculation of refund.
- (vii) Candidate has to write an application for the refund to The Director, IIIT Una, with photocopy of admission letter and bank draft/e-receipt. Communication will be entertained only through institute email id in the attached prescribed format.
- (viii) Please provide the following details also in the application for e-transfer of refunded amount:

NAME:  
COMPLETE BANK ACCOUNT NO\* :  
BANK NAME:  
BANK BRANCH ADDRESS:  
BANK IFS CODE:  
PERMANENT ACCOUNT NUMBER(PAN):  
CONTACT NUMBER:  
E-MAIL ID (For Information):

\* : Attach the first page of bank passbook in proof of account number.

- (ix) If a candidate is admitted in the institute, the student shall enclose a No Dues Certificate also with the application.
- (x) Separate application is required for refund of hostel fee/mess fee. Please refer hostel rules.
- (xi) In case of natural or accidental death and major casualties of the student, the refund rules/clauses shall be applicable to the extent as given in (iii) to (xo).

*S. Srivastava*  
**DIRECTOR** 10 12 21

Copy to:

1. The Registrar
2. The Consultant
3. The PS to Director
4. The Assistant Registrar
5. Mr. Hoshang Verma, for uploading on the institute website.
6. Academic Section
7. Accounts Section

## FORMAT OF LETTER

<DATE>

From

<Student Name>  
<Roll No; Year, Sem, B.Tech., Branch>  
IIIT, Una  
Saloh, Una (HP)- 177209

To

The Director  
IIIT Una  
Saloh, Una (HP)- 177209

Sir,

Sub.:

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### Body of the Letter

}

Yours faithfully/  
sincerely/  
obediently/  
truly

<Signature of the Student>

<Signature of Parent/Guardian>