

	INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA HIMACHAL PRADESH An Institute of National Importance under MoE Saloh, Una-177209 Website: www.iiitu.ac.in
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IIITU/Acad/Refund Policy/2024/ 673 - 679

25, July.'24

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

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 before the formally-notified last date of admission**
(2)	90%	Less than 15 days before the formally-notified last date of admission**
(3)	80%	15 days or less after the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
(5)	00%	More than 30 days after 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, 14 Aug.'24 will be treated as formally last date of admission for the purpose of processing refund requests. The institute may deduct a maximum of Rs.1000/- for the admission cancellations request received till 14, Aug.'2024.

Notes:

- (i) The above rules are applicable for entry level admissions in UG.
- (ii) Refund rules for Admission withdrawal prior to reporting in the institute will be as per the guidelines of the JoSAA/CSAB.
- (iii) 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 the last 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 causalities of the student, the refund rules/clauses shall be applicable to the extent as given in (iii) to (x).

This document has been issued with the approval of competent authority.

Naman
25/07/24
FIC (Academic Affairs)

Copy to:

1. The Director
2. The Registrar
3. The HoD (SoC/SoE)
4. UG Coordinator
5. The Consultant
6. Academic Section
7. Accounts Section

FORMAT OF LETTER

<DATE>

From

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

To

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

Sir,

Sub.:

{

Body of the Letter

}

Yours faithfully/
sincerely/
obediently/
truly

<Signature of the Student>

<Signature of Parent/Guardian>