



### **Admission Cancellation & Fees Refund Policy**

Admission Cancellation & Fees Refund Policy is proposed to frame keeping in view the fact that once the Student who has been registered at the Institute, cancels his/her admission, the seat remains vacant for the entire duration of the Degree Course which otherwise would have been available to the desirous waitlisted students. Also, the Hostel Seat remains vacant for that particular session wherein the student cancels the Hostel Allotment.

Further, every year there are instances when students during the process or after initially taking admissions in the Institute, seek to withdraw from the allotted / admitted program on various grounds. Further, there are instances that the registered students' requests for cancellation of the admission after completion of six months/one year or even after two years.

The proposed policy, therefore, elaborates the details of consideration and settlement of the admission cancellation and/or refund requests/claims received at various stages.

The proposed terms & Conditions for Admission Cancellation & Fees Refund Policy are follows:

#### **1.0 ADMISSION CANCELLATION**

1. Student admitted to the Courses offered by the Institute may apply for cancellation of his/her admission from the Courses at any time during the academic year of admission.
2. The admission cancellation / withdrawal request at any stage shall be considered only after receipt of the communication from the concerned student or his/her parents in writing.
3. The date of the receipt of the Written Cancellation Request at the Institute shall be the basis for deciding the refund amount.
4. The Institute reserves the right to initiate admission cancellation process against any student at any stage in accordance with the rules / policies of the Institute by providing the concerned student an opportunity for hearing.
5. The Institute shall process the Admission Cancellation Request and shall cancel the admission after completion of the Institute Process.
6. While processing the admission cancellation and refund requests only the Approved Fees Structure of Academic Fees & Hostel Fees shall be considered.
7. The Competent Authority to approve the admission cancellation requests shall be the Director, IIIT Senapati Manipur (IIITSM) or an Officer authorized by the Director, IIITSM.

## **2.0 REFUND OF ACADEMIC FEES FOR 1<sup>st</sup> YEAR ADMISSIONS**

1. If a student having, allotted a seat in IIITSM, fails to report at the Institute in accordance with the schedule of JoSAA / CSAB and the Institute receives his/her fees from the Authority (JoSAA/CSAB), the same shall stand forfeited and the student shall not be eligible for any refund.
2. If a student having, reported at IIITSN, fails to register at the Institute in accordance with the schedule of the Institute and the Institute receives his/her fees from the Authority (JoSAA/CSAB), the same shall stand forfeited and the student shall not be eligible for any refund.
3. If a student paid the semester fee/other fees, joined the institute and then submits his/her request for admission cancellation within 30 days after conclusion of the Centralized Admission Process and no further rounds of admissions are conducted by CSAB/JoSAA to fill the vacant seat arising due to such admission cancellation, the entire “Tuition Fees” shall stand forfeited. However, the student shall receive refund of full “Other Fees” including the Caution Money after deduction of Rs. 10,000/- (Rupees Ten Thousand Only) towards Processing Charges.
4. If a student paid the semester fee/other fees, joined the institute and then submits his/her request for admission cancellation after 30 days after conclusion of the Centralized Admission Process and no further rounds of admissions are conducted by JoSAA/ CSAB to fill the vacant seat arising due to such admission cancellation, the entire “Tuition Fees” as well as full “Other Fees” shall stand forfeited and the student shall not be eligible for any refund except the Caution Money.

## **3.0 REFUND OF ACADEMIC FEES FOR 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> YEAR ADMISSIONS**

1. If a student submits his/her request for admission cancellation in 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year, 100% of the “Tuition Fees” as well as “Other Fees” for the semester shall stand forfeited and the student shall not be eligible for any refund except Caution Money.

## **4.0 REFUND OF HOSTEL FEES**

1. If a student submits his/her request for Hostel Allotment Cancellation before conclusion of the Centralized Admission Process and also has not occupied the Hostel Room and not availed Mess Facilities, the student shall receive refund of entire Hostel Fees deposited with the Institute after deduction of Rs. 10,000/- (Rupees ten Thousand Only) towards Processing Charges.

2. If a student submits his/her request for Hostel Allotment Cancellation within 30 days after conclusion of the Centralized Admission Process but has occupied the Hostel Room and also availed Mess Facilities for certain period, the student shall receive refund of advance Mess Fees (after deduction of actual mess utility) and caution money deposited with the Institute after deduction of Rs. 10,000/- (Rupees Ten Thousand Only) towards Processing Charges.
3. If a student submits his/her request for Hostel Allotment Cancellation after 30 days from the date of conclusion of the Centralized Admission Process the entire Hostel Fees Amount shall stand forfeited and the student shall not be eligible for any refund irrespective of whether he had occupied the Hostel Room and/or had also availed Mess Facilities for certain period.

#### **5.0 OTHER TERMS GOVERNING CANCELLATION & REFUND POLICY**

1. Any refund including Caution Money shall be subject to such deduction as may be necessary on account of any damage to the property of the Institute including but not limited to Laboratory Equipment, IT Assets, Library Books, Hostel Equipment, Office Furniture etc for which the concerned student is responsible.
2. In case the admission of student is cancelled by the Institute on account of disciplinary action or violation of Anti Ragging Regulations or breach of Code of Conduct or for any other reason, all the Fees shall be forfeited and the concerned student shall not be eligible for any refund.
3. The decision of the Director, IIITM shall be final towards admission cancellation & refund for all the cases and also in any other case which is not covered in the Policy elaborated above.
4. The Institute reserves to change / modify / amend the above Policy in the interest of the Institute at any point of time without providing any reason whatsoever. The changed / modified / amended policy shall be uploaded on the website of the Institute.
5. In case of any Legal Dispute in the matter of Admission Cancellation / Refund of Fees, the place of jurisdiction shall be Imphal, Manipur (India) only.