

## Refund of Fee (specific provision)

- If a student withdraws his/her admission before prescribed date, then the refund of fee will be done as per the Panjab University norms.
- If a candidate is not enrolled because he/she has not submitted the required certificate/documents by last date fixed for the purpose or submitted bogus or forged documents, his/her fee shall not be refunded in any case.
- If a candidate drops out in the middle of the course (i.e. II/IV/VI Semester), the fee paid by him/her shall not be refunded except refundable library security.
- However, fee can be adjusted within the University Teaching Departments or any other course offered by CDOE, where the candidate happens to get admission for that particular academic year.
- If a candidate is found ineligible by the University, then the fee paid by him/her shall be refunded after a deduction of 25 percent & 18% GST of the fee paid by him/her. In this case, the candidate must apply for refund to CDOE within three months of the date of issue of the letter of ineligibility by CDOE, failing which the request for refund will not be entertained.
- Refund wherever permissible, will be made in due course of time.

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## FEE REFUND RULES

If a student chooses to withdraw from the programme of study in which he/she enrolled, following four-tier system for their fund of fees remitted by the student will be applicable:

Sr. No	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is out
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

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**Note 1:** Caution money and security deposit which are not part of the fee chargeable, shall be refunded in full.

2. In case of (1) in the table above, the HEI concern shall deduct an amount not more than 5% of the fee paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.

Refund forms will be available at the P.U. Website i.e. <http://forms.puchd.ac.in> **(the photocopy of bank passbook of the candidate only be attached).**

3. UGC Fee Refund Policy 2024-25

[https://www.ugc.gov.in/pdfnews/1654477\\_Fee-Refund-Policy-2024-25.pdf](https://www.ugc.gov.in/pdfnews/1654477_Fee-Refund-Policy-2024-25.pdf)

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