

## **RULES FOR FEE REMITTANCE, CANCELLATION OF ADMISSION AND REFUND OF FEES**

The following rules will be applicable for remittance of program fees, withdrawal from program and refund of money to the PGP/Fellow/PGDEx students of the Institute. The processing of refund of fees will be governed based on institute rules only as prescribed in the following paragraphs.

### **1. Remittance of program fees**

In each round of the selection during admission process, the selected candidate is provided a time window for remittance of program fees. This time window is communicated to the candidate through the offer letter and on the institute website. The selected candidate needs to make full payment of the prescribed amount as per offer letter during the specified time window, failing which, the institute reserves the right to cancel the admission offer. If asked, the candidate must provide the necessary transaction details to the institute authorities as evidence of payment made.

### **2. Cancellation of admission**

The candidate who has confirmed the admission by making the full payment of the prescribed fees within the specified time window can request for cancellation of admission by applying in a prescribed format citing the reason for cancellation. The cancellation requests will be addressed to AR(Academic) and be sent to the following mail id: [nitiearacademic@nitie.ac.in](mailto:nitiearacademic@nitie.ac.in). The competent authority will review each request and the decision will be communicated to the applicant.

### **3. Refund of fees on cancellation of admission**

If the competent authority approves the request for cancellation of admission, the applicant will be eligible for refund. The refund amount will be decided based on the date of application as follows.

- a) If the cancellation request is received by the institute before the commencement of the academic program, i.e. beginning of classes for the batch, an amount of Rs.1000 will be deducted towards processing charges and the balance amount will be refunded to the candidate vide MoE notification 14-4/2007-U.3(A)
- b) If the cancellation request is received by the institute on the day of commencement of the academic program or later, the candidate will be eligible for refund of caution money only.

The commencement of academic program will be declared in the academic calendar of the institute every year. The refund request will be processed in 30 days from the date of receipt of application for cancellation.