

## **Procedure of Refund**

- Applicant can obtain **Fee Refund Form** from the Admission cell in the college Campus, after the admission period is over. College Accounts department will process the refund after getting the Fee Refund Form from the applicant.
- The fee would be refunded only after the applicant has surrendered the original fee receipt, ID card (if issued) and any other documents, as required by college at the time of refund.
- Once the form and payment receipt has been verified, the University will deduct admission processing charges, as applicable, from the amount collected as admission fees.
- Refund, if any, shall be made only through cheque (account payee) in the favor of the concerned applicant.

All refunds will be made as per the norms stated by affiliated universities.

## **Tuition Fee Refund Policy**

- The fee would be refunded only after the applicant has surrendered the original fee receipt, ID card (if issued) and any other documents, as required by AIMT at the time of refund.
- Once the form and payment receipt has been verified, the Institution will deduct admission processing charges, as applicable, from the amount collected as admission fees. The schedule of charges to be deducted (If any as per AICTE & Affiliated University Norms.)

## **Hostel Fee Refund Policy**

Refund of Hostel Fee shall also be considered on the above mentioned basis. If the hostel room thus falling vacant is allotted to a wait listed candidate (if any), whether the withdrawal has been done before or after the room is occupied, the hostel fee shall be refunded after monthly pro-rata deductions. However, if the room remains vacant, no refund shall be considered.

## **Transport Fee Refund Policy**

Refund of Bus Transport Fee shall also be considered on the above mentioned basis. If the bus seat thus falling vacant is allotted to a wait listed candidate (if any) on the same route, whether the withdrawal has been done before or after the commencement of classes, the bus transport fee shall be refunded after monthly pro-rata deductions. However, if the bus seat remains vacant, no refund shall be considered.

## **Security Fee Refund Policy**

Security Fee shall be refunded after approval from the Admissions & Student Services Officer. He/she shall investigate whether the candidate has harmed/damaged any property belonging to the college. In such cases, security fee shall be refunded after deducting the cost of repairs; otherwise, the entire security deposit shall be refunded after six month from the completion of course.

## **Mess Fee Refund Policy**

All students who are staying in the college Hostel premises will have to take food in the mess provided by the college. No refund application will be entertained once a student occupies a room in the hostel under any circumstances.