

### 7.13 Refund cases

- 7.13.1 In the event of a student withdrawing before the start of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.
- 7.13.2 In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly fees and hostel rent, where applicable.
- 7.13.3 The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30<sup>th</sup> June of every year.
- 7.13.4 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.
- 7.13.5 The Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.
- 7.13.6 Institutions not following guidelines issued by the Council regarding refund of fee for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.