

**Notification**

**Fee Refund Policy: Ph.D. Programme**

Read: SPU/Ph. D/370/2019 dated 18<sup>th</sup> April 2019

This is notified for information of all concerned that the University would be following the "Fee Refund Policy" as given here under in respect of the Ph. D Programme. The policy shall come into force from the Academic year 2019-20 and onwards.

If a student chooses to withdraw from the Ph.D. programme of study in which s/he is enrolled, the University shall refund the fee\* remitted by the student as per the following details:

Sr. No.	% of Refund Fees*	Point of Time When Notice of Withdrawal of Admission is Received by the University
1	100%	15 days or more <b>before</b> the formally noticed last date of Admission (fee payment)
2	90%	Less than 15 days <b>before</b> the formally-notified last date of Admission (fee payment)
3	80%	15 days or less <b>after</b> the formally notified last date of Admission (fee payment)
4	50%	30 days or less, but more than 15 days <b>after</b> formally-notified last date of Admission (fee payment)
5	00%	More than 30 days <b>after</b> formally notified last date of Admission (fee payment)

In case of Sl. No. 1 in the table above, the University 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.

However, the Caution money will be refunded in all cases of withdrawals irrespective of the time of withdrawal of the admission.

  
Registrar

To,

- (1) All HOIs & HODs
- (2) Accounts Section
- (3) Academic Section

Copy to: Office of Hon'ble Provost