

## **RULES FOR REFUND OF FEES:**

### **1. APPLICABILITY AND ENFORCEMENT:**

i) It shall be applicable to Undergraduate, Postgraduate and Diploma Programmes offered by D J Academy of Design, Coimbatore.

### **2. VERIFICATION AND NON-RETENTION OF STUDENT'S ACADEMIC AND PERSONAL TESTIMONIALS:**

i) Students shall submit self-attested documents such as Mark Sheets, Birth Certificates etc. for all purposes of administrative requirements.

ii) The office shall verify the original certificates and testimonials before the finalization of the process of admission of the students in his / her presence and return them immediately after satisfying about their authenticity and veracity, keeping the attested copies for office records.

iii) At any stage, if there is a need of any other kind of documents the self-attested copies be accepted and physical verification of originals be undertaken in the presence of student. Such verified originals certificates and testimonials shall be immediately returned to the student.

iv) In case of any suspicion over the authenticity or genuineness of the testimonials, the reference may be made to the University or the Board which issued certificates to the student and the admission be subjected to the authentication, but original certificates shall not be retained by the institute.

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### **3. PROCEDURE:**

#### **CANCELLATION/ WITHDRAWAL OF ADMISSION:**

i) A student shall apply for cancellation of admission in the prescribed format to the institute.

ii) The institute after following due procedure will cancel the admission of the applicant and shall refund fees to the student within 30 days from the date of his / her application.

iii) The Institute shall cancel the admission of the student in the following situations:-

1) Non - payment of fees for more than 1 semester.

2) Non - reporting to the institute for more than 30 days, -Without prior intimation in writing to the authority concerned.

#### 4. PART A:

##### REFUND OF FEES (ACADEMIC AND NON-TUITION INCLUDING HOSTEL AND MESS):

If a student applies to withdraw/ cancel his/ her admission from the programme of study in which he/ she is enrolled, the Institute shall follow the following system for the refund of fees remitted by the student.

RECEIPT OF WITHDRAWAL APPLICATION	BEFORE THE COMMENCEMENT OF THE CLASSES		AFTER THE COMMENCEMENT OF THE CLASSES		
	MORE THAN 15 DAYS	15 TO 1 DAY(S)	WITHIN 15 DAYS	16 TO 30 DAYS	MORE THAN 30 DAYS
REFUND AMOUNT IN % OF FEES (EXCLUDES ADMISSION FEE)	100 % REFUND *	90 % REFUND	80 % REFUND	50 % REFUND	NO REFUND

\* DJAD shall deduct an amount of Rs. 5,000/- as processing charges from the refundable amount.

##### NOTE:

I) Fees shall be refunded by D J Academy of Design to an eligible student within Thirty days from the date of receiving a written application from him/her in this regard.

II) When a student takes a drop on medical grounds, (A drop is permitted only on medical grounds) at the time of Readmission he/she has to pay an amount of Rs.50,000/- as re-admission /re-joining fee instead of the whole semester fee, in case the student has paid the respective semester fee previously. Otherwise, full semester fee has to be paid.

##### 5. LAST DATE OF ADMISSION:

For the purpose of refund of Fees, the last date of admission will be considered as one day prior to the date of commencement of programme.

##### 6. REFUND OF DEPOSIT:

i) Refund of Institution deposits shall be subject to such deductions as may be necessary on account of any damage to the property of the Institution such as breakages to laboratory equipment, assets such as computers, gadgets etc. loss of library books for which the student would be responsible.

ii) Refund of the Hostel deposit shall be subject to such deductions as may be necessary on account of any damage to the property of the Institution such as fans, cupboards, glass panes, tables, chairs etc. for which the student would be responsible.

## **7. REFUND OF FEES IN OTHER CASES:**

- i) In case, admission of student is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the Institution, No Refund of fees is permissible. Only the respective deposits would be refunded to the student.
- ii) In case, admission of student is cancelled on account of ineligibility, the refund of fees (Academic and non-tuition including hostel and mess) will be on pro-rata basis.
- iii) In any other case which is not covered in these rules, the decision would be taken by the Dean D J Academy of Design.

## **PART B:**

### **8. NON REFUNDABLE FEES**

- i) Admission Fees

### **9. MISCELLANEOUS:**

- i) The Institution shall charge fees in advance only for the semester/ year in which a student is to engage in academic activities.