

FEE REFUND POLICY

Joginpally B R Pharmacy College implement the UGC Fee Refund Policy -2024, which is as follows.

The fee refund policy of the institution is framed as per the guidelines issued by the University Grants Commission (UGC) and other concerned regulatory authorities, as applicable from time to time.

1. Cancellation of Admission

A student who wishes to cancel admission must submit a written application for cancellation to the institution within the prescribed time.

2. Refund of Fees

Refund of fees shall be processed based on the date of submission of the admission cancellation request, as given below:

Time of withdrawal	Percentage of refund
15 days or more before the last date of admission	100% refund (after deduction of processing fee, if applicable)
Less than 15 days before last date of admission	90% refund
Within 15 days after last date of admission	80% refund
15–30 days after last date of admission	50% refund
More than 30 days after last date of admission	No refund

3. Processing Fee

The institution may deduct a nominal processing fee as permitted by regulatory authorities.

4. Mode of Refund

The refund amount will be credited to the original mode of payment or to the bank account provided by the student or parent.

5. Timeframe for Refund

The refund shall be processed within **7–15 working days** from the date of approval of cancellation.

6. Non-Refundable Fees

Certain fees such as registration fee, application fee, examination fee, hostel admission fee, or any other non-refundable charges shall not be refunded once paid.

7. Documents Required

- Admission cancellation application
- Original fee receipt
- Copy of student ID / admission letter
- Bank account details

8. Authority Decision

The decision of the institution regarding fee refund shall be final and binding, subject to applicable regulatory guidelines.

APPLICATION FOR FEE CANCELLATION

To
The Principal

(Name of Institution)

Subject: Request for fee cancellation

Respected Sir/Madam,

I would like to inform you that I have taken admission in _____ (course/class)
for the academic year _____.

Due to unavoidable reasons, I am unable to continue my studies at your institution. Therefore, I kindly request you to cancel my admission and consider my request for fee cancellation as per institutional rules.

I request you to please do the needful at the earliest.

Thanking you.

Yours sincerely,

Name of Student: _____
Admission Number: _____
Course/Class: _____
Contact Number: _____
Date: _____
Signature: _____

REFUND POLICY APPLICATION FORM

1. Application No.

(As per the Provisional Allotment Order)

2. Name of the Candidate

3. Name of the Parent

4. Branch Chosen During the Counseling

5. Reason for Withdrawal

6. Details of Fee Paid to University

Particulars	Details
Name of the Bank	
DD No.	
DD Date	
Amount	

7. Fee Refund Details (Bank Information)

- Name of the Beneficiary: _____
- Account Number: _____
- Name of the Bank: _____
- Name of the Bank Branch: _____
- IFSC Code: _____
- Address of the Bank: _____

8. Enclosure Checklist

- ☐ Original Provisional Allotment Order
- ☐ Original Fee Paid Receipt / Online Receipts

Please provide any one of the following documents for payment:

- ☐ Cancelled Cheque Leaf
- ☐ Bank Passbook Front Page

I have gone through the refund policy thoroughly and accept the same.

Place: _____

Date: _____

Mobile No.: _____

Signature of Student / Parent: _____