



Ref. No.: CGCJ/2023-24/1144

Date: 05/01/2024

Notification No. 02 (Fee Refund Policy)

Part-1: - In the event of a student withdrawing before the start of the Course (induction date):

The entire Fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded. It would not be permissible for Institutions to retain the School/Institution Leaving Certificates in original.

Part-2: - If a student leaves after joining the Course (induction date):

The Institution/college will refund the Fee collected after a deduction of the processing Fee of not more than Rs.1000 (Rupees One Thousand only) and proportionate deductions (as given bellow) of monthly Fee and hostel rent/Transport fee, where applicable.

Category	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	50%	15 days or less after the formally notified last date of admission
4	0%*	More than 15 days after formally notified last date of admission

*The Institution should refund the Security Deposit (if full fee is deposited) and return the original documents. The students availing any kind of academic scholarship, he/she will not be eligible for security refund.

Part 3: - In case of non-eligible students:

Complete payment after a deduction of the processing Fee of not more than Rs.1000 (Rupees One Thousand only) will be refunded only if student produce relevant result document within 05 (five) working days from the date of declaration of the result of regular examination. (else part 2 will be applicable)

Publish with the approval of competent authority.

Note: -

1. Receipt and Payment of Prospectus charges (Online and Offline) Rs. 1000/- should be separate and this fee/charge is non-refundable.
2. The above policy is also applicable for the students who are admitted after the commencement of induction date.
3. **Fee refund along with the return of Certificates should be completed within 7 (seven) days and not more than 30 (thirty) days (in any case).**
4. The above policy is subject to change as per future notification from statutory bodies (if any).

3/12/24

Registrar

Chandigarh Group of Colleges, Jhanjeri, Mohali

CC: All concerned