



## Policy for Withdrawal of Admission and Refund of the Fees

### Withdrawal of admission and refund of fees

- GSFCU Management is empowered to cancel any admission that has been given inadvertently by the Admission Department or admission taken by the candidate on the basis of incorrect/ insufficient information-
- All the candidates who are granted admission have to strictly abide by all the rules and regulations of the University and have to maintain a thorough discipline / decorum during their trips / visits / study tours / internships / workshops / any other activities etc. within or outside the campus, failing which the University holds the final right to cancel the admission granted at any point of time.

#### 1. Withdrawal of Admission for Newly Admitted Students

The candidate who has been given admission and wants to cancel his/ her admission need to submit handwritten request letter of cancellation along with original fee receipt, admission letter ( if issued ), duly signed by parents / guardian, along with cancellation form (available at admission office) and submit at the **admission office**.

#### Refund of fees

The refund of the fees will be processed as per notification issued by Universities Grants Commission (UGC), New Delhi – 12<sup>th</sup> June 2024.

Sr No.	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is served at GSFCU
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	80%	15 days or less after the formally-notified last date of admission
4	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
5	NIL	More than 30 days after formally – notified last date of admission

Notwithstanding with this refund policy are B.Tech, M.Tech. And MBA Program where the refund policy is laid down by Admission Committee for Professional Courses (ACPC).

## 2. Withdrawal of Admission for Existing Student

- After the completion of Admission Process and generation of Enrollment No, If a student withdrawal the admission, need to submit handwritten request letter of cancellation along with duly signed by parents / guardian, along with cancellation form and submit the application to the Dean of Respective Schools. This Performa serves as an official acknowledgment of the cancellation request and ensures proper documentation of the withdrawal

### Refund of fees

- There is no refund of fees if the admission cancelled before completion of the Degree/ Master program.
- Deposit amount will be refunded by deducting the dues, if any. However it is at discretion of GSFCU Management.