

PANJAB UNIVERSITY CHANDIGARH
(Estd. Under the Panjab University Act III of 1947)

From:

The Assistant Registrar-II
Pan jab University
Chandigarh

To

1. D.U.I.
2. D.S.W.
3. Secretary to Vice-Chancellor
4. The Chairperson/Director all Teaching Depts.
5. The Directors of P.U. Regional Centers
6. O.S.A. (Income)

No. 8841-8910ST/FC

Dated 17/12/2019

Subject: - Amendment in General Refund of Fee Rules.

Dear Sir/Madam,

It is notified that the Syndicate vide Para 39 (I-6) dated 16.10.2019 has approved the proposed amendment in General Refund of fee Rules appearing at page No 273 in the Handbook of Information 2019 and Chapter XVII "Withdrawal of Admission Forms and Refund of Fees" appearing at page 308 at P.U. Calendar, Volume-II,2016, as under:-

Existing Rule	Revised Rule		
Departments where waiting list is being prepared	If a student chooses to withdraw from the program of study in which he/she enrolled, the Institution concerned shall following the following four-tire system for the refund of fees remitted by the student		
<p>In this case, the fee refund cases be considered as per the provisions conveyed by the UGC vide Notification No. F.No. 1-3/2007 (CPP-II) dated 23.4.2007 relevant part of which is as under:-</p> <p>"In the event of a student/candidate withdrawing before the starting of the course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000 (one thousand only) shall be refunded and returned by the Institution/ University to the student/candidate withdrawing from the programme. Should a student leave after</p>	Sr. No	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission served to HEI
	1.	100%	15 days before the formally-notified last date of admission
	2.	80%	Not more than 15 days after the formally-notified last date of admission
	3.	50%	More than 15 days but less than 30 days after formally-notified last day of admission
	4.	00%	More than 30 days after formally notified last date of admission
*(Inclusive of course fee and non-tuition fees but exclusive of caution money and security deposit)			

joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.”

Departments where no waiting list is being prepared and the admissions are being done on the basis of merit in the various counseling sessions.

The fee refund cases under this category shall be dealt with as under:-

- (i) **Students leaves before the last counseling**
 - (a) Full fee deposited by the student shall be refunded after deducting Rs. 1000/- as processing charges and proportionate deduction depending upon the period he remained on University roll.
- (ii) **Students leaves after last counseling**
 - a) Full fee deposited by the students shall be refunded after deducting Rs. 1000/- as processing fee and proportionate deduction in case full seats were not filled up in the last counseling.
 - b) 50% of the fee deposited by the student shall be refunded after deducting Rs. 1000/- as processing fee and proportionate deduction, in case full seats were filled up in the last counseling
 - c) In case, the department has provision for admission after the last counseling date (e.g. lateral entry or migration) then the balance 50% of fee deposited by the student shall also be refunded in case the seat vacated by the student in the last counseling is filled up thereafter after producing a certificate from the Chairperson/Director of the concern Department in this regard.

In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

Fee shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

Note:-

1. The proportionate deduction may be calculated on the basis of number of days from the date of admission of the student i.e. on the day he/she deposits fee and becomes on the roll of the College/ Department/Institute till his leaving the course. This deduction will be in addition to the processing fee of Rs. 1000/-.
2. For this purpose, he/she must apply for refund on the prescribed refund application form through the Head of the Department to the Assistant Registrar Accounts-II. That the time-period for applying refund of fee by the students be fixed up to 30th November. Refund forms will be available at the P.U. Website forms.puchd.ac.in
3. But in all other Cases of the students continuing their studies, the Library Security will be refunded if he/she will apply within six months from the date of leaving the
4. Department/Institute/Centre/Regional Centre after completing the full course of studies.

Yours faithfully


Assistant Registrar Accounts-II