



# कोटा विश्वविद्यालय University of Kota

State University recognized by UGC under sections 2(f) & 12(B) of the UGC Act, 1956

Maharao Bhim Singh Marg, Kota (Rajasthan)-324 005

## Fee Refund Policy and Fee Refund Request Form (Admission for the Academic Session 2018-2019)

The Fee Refund Rules of the University of Kota are as under:

1. A student once admitted can get the fee refund only if he / she applies to the University in the prescribed Refund Request Form within the prescribed time limits as follows:

S. No.	Time duration for submission of application for fee refund	Amount of the Fee to be Refunded
1(a)	If application is submitted within 15 days after taking admission of the candidate or before the closing date of admission, whichever, is earlier.	70% of the tuition fee shall be refunded subject to the condition that the seat so vacated is filled up by the another candidate.
1(b)	If application is submitted any time in the session not covered within point 1(a).	Only caution money shall be refunded.

2. The admission application form fee is non-refundable.
3. In case of transfer of student from one course of higher fee to another course of lesser fee within the campus, the difference fee may be refunded after the admission or its vice-versa.
4. If any course is not run by the University department due to unavoidable reasons, the fee deposited by the students shall be refunded 100%.
5. Once the refund application is received, the application for refund the fee will be processed only after completion of the admission process in the course.
6. In case of Foreign / NRI candidates, the refund will be made in accordance with foreign exchange rules and regulations.
7. The admission of a student is liable to be cancelled at any time, on being found, ineligible or used fraudulent means for securing admission or if any of the statements made by him / her is found false. The University has the right to take disciplinary and legal action or penalty against such a student as per the Statutes and the Rules of the University. In such case, the fee including caution money deposited by the student shall be forfeited and he/she shall also be liable to pay the dues, if any.
8. The caution money will be refunded to the students on his/her leaving the University after the completion of the course and the declaration of the final examination results, after deduction of all dues, fines and other claims, if any, against him/her, as per the rules of the University. No interest will be payable by the University on such amount.
9. Any extra amount deposited by the candidate by mistake or due to interruptions of online transfer will be refunded after providing justified evidence(s) and proofs by the students along with refund application and after the confirmation of University bank.
10. If any student who has applied for Govt. schemes for fellowship/financial aid through the University and applies for fee refund for the same will be processed only after the cancellation of his/her application from the Govt. scheme.
11. The candidate should submit the original fee receipt, identity card, identity proof and the dues clearance certificate with the refund request form.
12. The application for the refund shall be submitted to the Registrar, University of Kota, Kota forwarded through Head / Coordinator with all relevant documents within the prescribed time limit.
13. No e-mail request shall be entertained for the refund.



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## Fee Refund Request Form

### SECTION 1: STUDENT'S DETAILS

Name of Student	:	
Father's Name and Mobile Number	:	
Online Application Form Number	:	
Name of Class / Programme	:	
Date of Admission	:	
Online Transition Number / Challan Number	:	
Reason for Fee Refund	:	
Contact E-mail and Mobile Number	:	
Bank Account Number	:	
Bank Name & Address	:	
IFS Code	:	
MICR Code	:	

### SECTION 2: DECLARATION

I understand that failure to complete this request form or not providing all required documents may result in my refund being delayed.

**Signature of Candidate**

Date:

**Signature of Parent**

Date:

**For Office Use only**

Recommendations of the Head / Coordinator .....  
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