

## ADMISSION CANCELLATION & REFUND

Procedure of Refund & Cancellation: The Candidate who has taken admission in Undergraduate/ Postgraduate Course in Aided/Unaided Courses can apply for Cancellation of his/her admission. The application should be addressed to the Principal, K. P. B. Hinduja College of Commerce, Charni Road stating the cancellation of admission procured in the academic year \_\_\_\_\_ in the Course of \_\_\_\_\_ & admitted to \_\_\_\_\_ (i.e. First Year / Second year/Third year). The said application should be in the form of an email in the following format.

Email To: [cancellation@hindujacollege.com](mailto:cancellation@hindujacollege.com)

Sub: Cancellation of admission for \_ \_ \_ \_ Class ( FY / SY/TY)

Email contents

Full Name of Student:

Mobile Number:

Class & Course name: (Admission taken for which class and which course)

Reason for admission cancellation (in short):

Attachment:

1. Admission fee receipt

2. Photo copy of cancelled cheque or pass book front page contain detail of Account Number, Name of beneficiary, IFSC Code, Bank name of Student or parent only

The refund of fees as applicable shall be made on or before 30 days after the date of cancellation and only after proper documents for refund received. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

### FEE DEDUCTION ON CANCELLATION OF ADMISSION

**UNIVERSITY OF MUMBAI CIRCULAR NO. UG/412 of 2008 DATED : 11<sup>th</sup> September, 2008**

	(i)	(ii)	(iii)	(iv)	(v)	(vi)
	Prior to Commencement of Academic & Instruction of the Course	Upto 20 days after the commencement of academic term of the course	From 21 <sup>st</sup> day upto 50 days after commencement of the academic term of the Course.	From 51 <sup>st</sup> day upto 80 days after the Commencement of academic term of the Course OR August 31 <sup>st</sup> whichever is earlier.	From September 1 <sup>st</sup> to September 30 <sup>th</sup>	After September 30 <sup>th</sup>
Deduction Charges	Rs. 500/- Lump Sum.	20% of the total amount of fees	30% of the total amount of fees	50% of the total amount of fees	60% of the total amount of fees	100% of the total amount of fees

Note : The total amount considered for the refund of fees from the commencement of term of the courses include the following

- All the fee items chargeable for one year are as per relevant University circulars for different faculties (excluding the courses for which the total amount is fixed by other competent authorities)
- The fees charged towards group insurance and all fee components to be paid as University share (including Vice Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, examination fee and Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- Fees collected for Identity Card and Library Card, Admission form and prospectus, enrolment and any other course specific fees are NOT REFUNDABLE after the commencement of the academic term.
- All refundable deposits (Laboratory, Caution Money and Library etc.) shall be refunded at the time of cancellation.
- Provided that wherever admissions are made through centralised admission process for professional and/or for any other courses by other competent authorities (as per the rules of relevant agencies) for the 1st year admissions. In case of admission to subsequent years of the course, **0.2859** is applicable for cancellation of admission.
- Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.