

**Albertian Institute of Science and Technology, Kalamassery**

No. Aisat/Fin/3.7/2024/A7

28.06.2024

**Office Order No. 5/2024**

Sub: Policy for Refund of fees to the students – guidelines issuing of –reg.

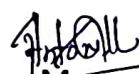
Ref: D.O.No. F.2-71/2022(CPP-II)(C-114546) dated 12.06.2024 of Secretary, UGC

In compliance of the directions vide reference 1<sup>st</sup> of University Grants Commission, New Delhi, the Policy of Albertian Institute of Science and Technology, Kalamassery for the refund of fee to students for the academic session 2024-25 will be as follows.

- (a) Notwithstanding anything contained in any guidelines/ prospectus / notification /schedule , a full refund of fees will be made by Albertian Institute of Science and Technology on account of all cancellations of admissions/migrations of students up to 30<sup>th</sup> September 2024 and with a deduction of not more than Rs.1000/-, as a processing fee, up to 31<sup>st</sup> October 2024.
- (b) For any admission schedule extending / commencing beyond / after 31<sup>st</sup> October the provisions contained in the UGC Notification issued in October 2018 on Refund of fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category	Percentage of refund of fee	Point of time, when notice of withdrawal of admission is received
(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 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)	00 %	More than 30 days after formally notified last date of admission

( c ) This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

  
Manager

To All Faculty Advisors & Faculty members, Admission Team, Vice Principals, S F