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Date: 25<sup>rd</sup> April, 2025**Fee Refund Policy**

The Fee Refund policy describes the process for reimbursing fees for students enrolled in different programs at Kanpur Institute of Technology and Pharmacy, Rooma, Kanpur, U.P.

The policy is applicable to two categories of students:-

1. New admissions
2. Regular students

This policy is established in compliance with the rules and regulations set by University Grants Commission (UGC) norms and affiliated university.

**1. Cancellation of admission and refund of fees**

- (A) The student shall submit application for cancellation to the Institute.
- (B) The institute shall consider the application given by student for cancellation is final. Upon such cancellation the candidate should lose the claim on seat.
- (C) The institute refund the fee amount as per UGC norms.

S. No.	Fee Refund Percentage	Time of cancellation notification
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	00%	More than 30 days after formally notified last date of admission

  
Director

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**2. Fee refund policy for regular students**

- (A) If a regular student chooses to withdraw from their studies for any reason, they are required to submit a written request explaining the reason for their cancellation.
- (B) The student is required to meet with the Head of Department to discuss counseling related to maintaining their admission status.
- (C) If the student still wishes to cancel their admission, they must meet with respective Director of institute to obtain final approval.
- (D) After obtaining the approval, the student must complete the No dues procedure of institute.
- (E) After confirmation of No Dues, the institute will process the admission cancellation.

**Conclusion:**

This policy is formulated to ensure transparency and compliance with regulatory guidelines while addressing the financial concern of students and their families.



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