



FEE REFUND POLICY FOR ONLINE AND DISTANCE LEARNING PROGRAMME

1. Objective and applicability

This policy is in relation to **refund mechanism** for students seeking withdrawal/cancellation of admission and applicable only for online and distance learning programme subject to such changes as applicable under law.

2. Refund

Sno.	Timeline of received withdrawal application	Refund Amount
1	15 Days or more before notified last date of admission in online and distance learning programme	100% refund
2	Less than 15 days before notified last date of admission in online and distance learning programme	90% refund
3	0-15 days after notified last date of admission in online and distance learning programme	80% refund
4	16-30 days after notified last date of admission in online and distance learning programme	50% refund
5	After 30 days	No refund

3 Processing fee

- For Sno.1, the processing fee shall be as per UGC norms with maximum fee of Rs.5000/- .
- For remaining, the Processing fee shall be as per institutional practise and norms.

4 Security Deposit

- Refundable after adjustment of dues if any.

5 Hostel & Transport charges

- The hostel and transport charges are separate from the tuition fee and is taken by the students as per availability.
- The hostel and transport charges shall be Refunded on **pro-rata basis** only for students under Sno.1. There shall be no refund of tuition and hostel fee for the remaining.

6 Non Refundable

- If the admission of the student is cancelled by the University on account of any disciplinary action(s) as decided by the University or if the student is found to be involved in any misconduct or concealment, such student shall not liable for any refund.

7 Mode of Refund

- Refund shall be credited to the student/parent account only, University shall not be liable for any interaction with student's bank or credit/debit card issuing authority.
- No objection certificate (NoC) is to be procured from loan/finance company having tie-up with University by the student, and refund shall be applicable as per guidelines of Loan/Finance company.

8 Mandatory Conditions

- Student must submit:
 - Withdrawal application (As per the format available online at website)
 - Valid Fee receipt
 - ID proof
- No refund without formal withdrawal Application with required details.


Registrar

 REGISTRAR
Jaipur National University
Jaipur

Jaipur National University



JAIPUR NATIONAL UNIVERSITY

ADDRESS: JAIPUR - AGRA BYPASS, NEAR NEW RTO OFFICE, JAGATPURA, JAIPUR. PH. 0141-7197070



FEE REFUND REQUEST FORM

Kindly Refer Refund Policy before applying

1. Applicant / Student Details

- Full Name of the Candidate
- Registration / Enrollment Number
- Programme Name
- Branch / Specialization
- Academic Session
- Month of Admission
- Country (if applicable)
- Mobile Number
- Email Address

2. Fee Payment Details

- Total Fees Payable
- Total Amount Paid
- Payment Details
- Mode of Payment
 - Online (NEFT/RTGS/UPI/Card)
 - Cheque
 - Demand Draft
- Transaction / Reference Number
- Bank Name (through which payment was made)
- Attach Payment Receipt(s)
- Separate fee other than tuition fee:

3. Refund Request Details

- Reason for Cancellation / Withdrawal

4. Candidate Bank Details (If not available, give parents' account details)

(Where refund is to be credited)

- Account Holder Name
- Bank Name
- Bank Branch & Address
- Account Number
- Account Type
 - Savings
 - Current
 - NRE/NRO/FCNR
- IFSC Code
- SWIFT Code (for international transactions, if applicable)
- IBAN Number (if applicable)

5. Loan / NBFC Details (If Applicable)

- Have you availed an Education Loan / NBFC Facility?
 - Yes
 - No

If Yes:

- Name of NBFC / Bank
- Loan Account Number
- Foreclosure Status
- Remarks

6. Declaration by Applicant

I hereby declare that:

- I have read and understood the refund policy of the University.
- The information provided is true and correct to the best of my knowledge.
- I agree that the refund shall be processed as per applicable rules and timelines.
- I understand that incorrect information may delay or cancel my refund request.

Signature of the Applicant

Date