

UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

FEE REFUND POLICY

Date: 08.05.2020

Refund policy for **Academic Session 2020-21** as per the UGC guidelines:

Refund Scenarios – Withdrawal applied	Deduction from fee as per UGC Guidelines
Up to 31 July 2020	Flat Rs. 1000/-
From 1 August 2020 to 16 August 2020	5% of fee paid or Rs. 5000/- (maximum)
From 17 August 2020 to 31 August 2020	10% of aggregate fee of 1 st Semester
From 1 September 2020 to 15 September 2020	20% of aggregate fee of 1 st Semester
From 16 September 2020 to 30 September 2020	50% of aggregate fee of 1 st Semester
After 30 September 2020	100% of the aggregate fee of 1 st Semester

*(i) In case of pure wait list candidate in B.Tech and LLB program only Rs. 1,000/- shall be deducted as processing fee if the seat is not confirmed by UPES up to one day prior to refund application. However, in case of withdrawal after confirmation of seat regular refund policy as per above table shall apply.

Note:

- Refund request up to registration shall be accepted through online portal, any request thereafter shall be through submission of formal no dues by student. Refund after registration shall be processed in the name of the student only,
- Registration date is treated as formally notified last date of admission announced for respective program,
- Withdrawal request made after registration shall not be eligible for refund of PDP fees. However, any other fee / security charged shall be refunded in full.

Hostel Fee Refund:

The students who have applied for refund before the registration, full fee refund will be made. A student applying for refund after registration, refund on pro-rata basis will be made in case the seat is filled by the wait list student. However, if the seat falls vacant, in such case only the mess charges will be refunded on pro-rata basis.

Transportation fee refund:

The students who have applied for refund before the registration, full fee refund will be made. A student applying for refund after registration, refund on pro-rata basis will be made in case the seat is filled by the wait list student.

The above policy is as per the guidelines of UGC.

Submitted for Approval


Dr. Veena Dutta
Registrar

Approved by

Dr. Sunil Rai
Vice Chancellor