



**UNIVERSITY OF PETROLEUM AND ENERGY STUDIES**  
**FEE REFUND POLICY**

UPES/Registrar-Order/Academic/2022-23/01

Date: 23.03.2022

Refund policy for **Academic Session 2022-23** as per the UPES policy is applicable for all the programs running in the University.

<b>Refund Scenarios – Withdrawal applied</b>	<b>Deduction from fee as per UPES Policy</b>
Up to 20 calendar days from the date of Registration* /Commencement of Classes whichever is earlier	Flat Rs. 2500/-
Up to 30 calendar days from the date of Registration* /Commencement of Classes whichever is earlier	5% of fee paid or Rs. 5000/- (maximum)
Up to 45 calendar days from the date of Registration* /Commencement of Classes whichever is earlier	15% of aggregate fee of 1 <sup>st</sup> Semester
Up to 60 calendar days from the date of Registration* /Commencement of Classes whichever is earlier	50% of aggregate fee of 1 <sup>st</sup> Semester
After 60 calendar days from the date of Registration* /Commencement of Classes whichever is earlier	100% of the aggregate fee of 1 <sup>st</sup> Semester

**\*Registration Date is commencement of Student induction and orientation**

**Note:**

- i. 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,
- ii. Withdrawal request made after registration shall not be eligible for refund of PDP fees.
- iii. In case of withdrawal before registration administrative charges of Rs. 1000 will be deducted.

The above policy is as per the UPES fee refund policy, however it is subjected to change as per the UGC guidelines.

Submitted for Approval

Manish Madaan  
Registrar



Approved by

Dr. Sunil Rai  
Vice Chancellor

