

## Application Form for Refund

(duly filled Application to be signed by the Candidate; and  
to be countersigned by Parent or Guardian in case of minor candidate below 18)

(To be filled by the office)

Student File No. \_\_\_\_\_

University Registration No. \_\_\_\_\_  
(if already issued)

Refund Application No. \_\_\_\_\_

To  
The Principal,

\_\_\_\_\_

\_\_\_\_\_

Respected Sir/Madam,

I \_\_\_\_\_, aged \_\_\_\_\_ (years) S/o/D/o \_\_\_\_\_ R/o \_\_\_\_\_  
applied/admitted for (as the case may be) the Programme \_\_\_\_\_ (Programme Code \_\_\_\_\_) at ( name of the  
Institution) \_\_\_\_\_ in the Department \_\_\_\_\_ seek to withdraw my application or  
admission/allotment (if already admitted or allotted) for the \_\_\_\_\_ (Programme/Hostel/Transport, specify) due to  
\_\_\_\_\_ (mention the reason for withdrawal).

The detail of the fee paid by me is as under:

Particulars	Tick ✓ (whichever Applicable)	Mode of Payment	Receipt No.& Date	Fee Deposited (in Rs.)
Tuition fee/Fee & Misc. Charges				
Hostel Fee				
Transport Fee				
Other Charges (if any)				
Total				

In this regard, you are requested to refund the fee amounting Rs. \_\_\_\_\_ deposited by me for the \_\_\_\_\_  
(Programme/Hostel/Transport, specify), after deductions as per the Refund Policy of the University. Kindly find enclosed herewith the documents issued by the University  
for my admission to the Programme/Hostel/Transport surrendered for the refund, as follow:

- (a) Original fee receipt(s);
- (b) ID card (if already issued); and
- (c) any other document(s). \_\_\_\_\_

Yours sincerely

\_\_\_\_\_  
Signature of the Applicant  
Date:

(Countersignature of the Parent or Guardian in case of minor candidate/student below 18)

\_\_\_\_\_  
Signature of the Parent or Guardian  
Date:

(For Office use only)

Recommendation (by dealing official)

<b>Status of Application</b>	Accepted/Rejected /Any Other _____
<b>Other Remarks (if any)</b>	

Date.....

Signature of dealing official.....

**Approval by Competent Authority**

Date.....

Signature of Competent Authority .....

## **Refund Policy**

- 1.1 Prospectus Fee and Entrance Fee is non-refundable under all circumstances.
- 1.2 **In case of non-fulfillment of the prescribed eligibility & admission criteria**
- (a) A candidate, who could not qualify the prescribed eligibility and admission criteria, can apply for the refund within one week after the close of Provisional Registration.
  - (b) A candidate, whose name could not appear in the merit for admission to a specific programme of the University, can apply for refund within one week after the display of the merit list.
  - (c) In the above cases (a) & (b), the amount already deposited by the candidate on account of the first semester tuition fee/ hostel fee/ transport fee, as applicable, after deduction of Rs. 2500/- as Processing and Handling Fee may be refunded.
- 1.3 **In case of withdrawal of admission**
- (a) In case a candidate withdraws before the start of the programme and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount already deposited by the candidate, after a deduction of Rs. 5,000/- or Rs. 10,000/- whichever applicable as payment for provisional registration, may be refunded.
  - (b) In case a candidate withdraws within two weeks after start of the programme and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount already deposited by the candidate, after a deduction of Rs. 5,000/- or Rs. 10,000/- whichever applicable as payment for provisional registration and 15% of the first semester tuition fee, may be refunded.
- 1.4 **In case of withdrawal of Hostel facility**
- (a) In case a candidate withdraws from availing the hostel facility before the start of session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount deposited by the candidate on account of hostel fee after deduction of 50% of the Provisional Hostel Registration Charges i.e. Rs. 5,000/- may be refunded.
  - (b) In case a candidate withdraws within two weeks after start of the session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount already deposited by the candidate on account of first year hostel fee, after a deduction of Rs. Rs. 10,000/- as payment for provisional registration may be refunded.
- 1.5 **In case of non-availability of Hostel**
- The amount already deposited by the candidate on account of the hostel fee, if any, may be refunded.
- 1.6 **In case of withdrawal of Transport facility**
- (a) In case a candidate withdraws from availing the Transport facility before the start of session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount deposited by the candidate on account of transport fee after deduction of 50% of the Provisional Transport Registration Charges i.e. Rs. 2,500/- will be refunded.
  - (b) In case a candidate withdraws within two weeks after start of the session and if the seat consequently falling vacant is filled by another waitlisted candidate by the last date of admission, the total amount already deposited by the candidate on account of first year transport fee, after a deduction of Rs. Rs. 5,000/- as payment for provisional registration may be refunded.
- 1.7 **In case of non-availability of Transport facility**
- The amount already deposited by the candidate on account of the transport fee, if any, may be refunded.
- 1.8 **Procedure of refund**
- (a) Application Form for refund can be obtained from the Counseling and Admission Department at the Institution Campus.
  - (b) Complete Application Form for refund is to be submitted to Coordinator (Refund), Counseling and Admission Department, KLR INSTITUTIONS.
  - (c) Refund will be made only after the candidate has surrendered the original fee receipt, ID card (if already issued) and any other document as required by KLR INSTITUTIONS at the time of refund.
  - (d) After the start of the session, no application for refund will be entertained, except as provided under earlier clauses under the Refund Policy.
  - (e) A candidate admitted to the programme of KLR INSTITUTIONS, by default, who in fact has been found ineligible or unfit later on, his admission shall be cancelled and such a candidate will not be entitled for the refund of any fee or any other compensation by KLR INSTITUTIONS.
  - (f) If in any case, the candidate has knowingly or willfully concealed or suppressed any information /fact or found impersonating a candidate or found using any fraudulent means for getting the admission to KLR INSTITUTIONS, which renders him/her ineligible for the admission, the candidature of such a candidate shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by KLR INSTITUTIONS and/or as per the law of land. Such a candidate will not be entitled for the refund of any fees or any other compensation by KLR INSTITUTIONS.
  - (g) Refund, if any, will be made through the account payee cheque only.
  - (h) In case KLR INSTITUTIONS decides to withdraw any programme, then the total amount deposited by the candidate will be refundable, after the decision of withdrawal of the programme.

**FOR OFFICE USE ONLY**

Student File No. _____
University Registration No. _____ (if already issued)
Refund Application No. _____

**1. List of documents submitted**

Sr.	Checklist	Tick ✓ (whichever Applicable)	Submitted	Pending	Signature of dealing official
1	Original fee receipt(s)				
2	ID card (if already issued)				
3	Other document(s), (mention, if any)				

**2. Details of fee paid**

**(a) Tuition fee/Fee & Misc. Charges, as applicable (in Rs.)**

Amount Paid for Provisional Registration (at the time of submission of Application Form)	Receipt No. & Date	Balance Amount Paid for admission	Receipt No. & Date	Total Fee Paid	Deduction for Processing & Handling Fee (if applicable)	Deduction for Provisional Registration (if applicable)	Deduction for tuition fee (if applicable)	Refund Payable (if any)

**(b) Hostel Fee, if applicable (in Rs.)**

**Room Pattern** \_\_\_\_\_

Amount Paid for Provisional Registration (at the time of submission of Application Form)	Receipt No. & Date	Balance Amount Paid for admission	Receipt No. & Date	Total Fee Paid	Deduction for Processing & Handling Fee (if applicable)	Deduction for Provisional Registration (if applicable)	Deduction for hostel fee (if applicable)	Refund Payable (if any)

**(c) Transport/Bus Fee, if applicable (in Rs.)**

**Location/Route** \_\_\_\_\_

Amount Paid for Provisional Registration (at the time of submission of Application Form)	Receipt No. & Date	Balance Amount Paid for admission	Receipt No. & Date	Total Fee Paid	Deduction for Processing & Handling Fee (if applicable)	Deduction for Provisional Registration (if applicable)	Deduction for Transport fee (if applicable)	Refund Payable (if any)

**3. Details of Refund, if any (in Rs.)**

Amount Refunded	Cheque No.	Date of Issue	Details of Bank

Date.....

.....  
(Signature of dealing official)

Date.....

.....  
(Signature of accountant)

**Undertaking/Receipt**

I the undersigned, have received an amount (in Rs.) \_\_\_\_\_ (in words) \_\_\_\_\_ on account of refund of \_\_\_\_\_ (Programme Fee/Hostel Fee/Transport Fee, whichever applicable) through Cheque number \_\_\_\_\_ Dated \_\_\_\_\_ through Bank \_\_\_\_\_; and hereby undertake that all my dues with the Institution are settled and no pending payment is due on either side.

Date: \_\_\_\_\_

.....

Place: \_\_\_\_\_

(Signature of Candidate)

(to be countersigned by the Parent or Guardian in case of minor candidate below 18)

Date: \_\_\_\_\_

.....

Place: \_\_\_\_\_

(Signature of Parent or Guardian)