

INSTRUCTIONS FOR FEES REFUND

For Under Graduate Courses (BE/B.Tech) under Faculty of Engineering & Technology:

The students admitted/allotted in any UG course under the **Faculty of Engineering & Technology** during 2023-24 session are eligible for refund subject to fulfillment of the followings:

- a) The student should apply for “**Cancellation of Enrollment and Refund of Fees**” in proper Application Format as available at the University Website (http://136.232.79.138/refund_fees/refund/onlinecancel_be.php)

Category	Point of time when Application for withdrawal/cancellation of admission and refund of fees received by the University	Percentage of refund of fees
1	15 days or more before the last date of admission	100%
2	Less than 15 days before the last date of admission	90%
3	15 days or less after the last date of admission	80%
4	30 days or less but more than 15 days after the last date of admission	50%
5	More than 30 days after the last date of admission	Zero %

- b) **The rate of Refund will be as per the UGC notification published in July 2023 as mentioned below:**
- c) The above process and the rate of refund will also be applicable to the student admitted/allotted in a particular UG course under the **Faculty of Engineering & Technology** and thereafter interested to remove his/her name for the purpose of admission to another course in JU.
- d) However, the refund money will be released to the eligible students as per applicable rate after receiving the amount from WBJEE Board, which was paid by the concerned student to WBJEEB for the purpose of “**Seat Acceptance Fees**”.

Steps to Follow:

- 1) A candidate who decides to cancel or withdraw his/her enrollment/allotment shall apply for “**Cancellation of Enrollment and Refund of Fees**” in proper Application Format available at the University Website (http://136.232.79.138/refund_fees/refund/onlinecancel_be.php).
- 2) Download the PDF format of the Application for onward submission.
- 3) The scanned copy of signed Application (PDF) shall be submitted through the dedicated email ID: ugenggwithdrawal2023@jadavpuruniversity.in along with (a) Scanned copy of “**JU Fees Payment Receipt(s)**”, (b) Scanned copy of “**WBJEE Rank Card**”. (c) Scanned copy “**Programme Institution (PI) Admission receipt**”, (d) Scanned copy WBJEE “**Seat Acceptance Fees receipt**”, (e) Scanned copy of clearly visible “**Front page of Pass Book**” OR “**Cancelled cheque**” of the bank account in which the refund will be credited. The bank account must be in the name of student.