

INSTRUCTIONS FOR FEES REFUND

For Post Graduate Courses (M.E./ M.Tech) under (a) Faculty of Engineering & Technology and (b) Faculty of ISLM:

The students admitted in any **Post Graduate Courses (ME/MTech)** under above two faculties for 2023-24 session are eligible for refund subject to fulfill the followings:

- a) The student should apply for withdrawal/ cancellation of enrollment in proper Format applicable to **Post Graduate Courses (ME/ MTech)** and thereafter applied for refund through online within 30 days from the last date of admission.

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 in a particular **Post Graduate Course (ME/M.Tech)** and thereafter interested to remove his/her name for admission to other **Post Graduate Course (ME/M.Tech)** within the University.

Steps to Follow:

- 1) A candidate who decides to cancel or withdraw his/her enrollment will have to be present, **IN PERSON**,
- 2) **Application for “Withdrawal /Cancellation of Enrollment”** ([CLICK HERE](#)) in hard copy to the Muster Roll Section, Aurobindo Bhawan(Ground Floor), Jadavpur University along with original copy of Fees Payment receipt(s). Please keep a photo copy of the Fees Payment Receipt(s) for future reference.

- 3) Collection of original copy of enrollment **“Withdrawal/ Cancellation Certificate”** from Muster Roll Section.
- 4) Online **“Application for Refund of Fees”** through University Website (http://136.232.79.138/refund_fees/refund/onlinecancel_me.php).
- 5) **Download** the PDF format of the **“Application for Refund of Fees”** for onward submission.
- 6) The scanned copy of signed Application (PDF) shall be submitted through the **email ID:** pgenggwithdrawal2023@jadavpuruniversity.in for courses under Faculty of Engg. Tech. OR through the **email ID:** pgfislwithdrawal2023@jadavpuruniversity.in for courses under Faculty of ISLM along with (a) Scanned copy of enrollment **“Withdrawal/ Cancellation Certificate”**, (b) Scanned copy of **“Fees Payment Receipt(s)”** (c) 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. However, the student can submit the downloaded Application (PDF) along with all necessary document as mentioned above to the **Secretary, Faculty of Engineering & Technology**, if he/she admitted in any course under “Faculty of Engineering & Technology” OR to the **Secretary, Faculty of ISLM**, if he/she admitted in any course under “Faculty of ISLM”.