INSTRUCTIONS FOR FEES REFUND

For Courses under (a) Faculty of Arts and (b) Faculty of Science:

The students admitted in any UG or PG course under **(a) Faculty of Arts or (b) Faculty of Science** for 2023-24 session are eligible for refund subject to fulfillment of the followings:

a) The student should apply for withdrawal/ cancellation of enrollment in proper Application Format as applicable to the UG and PG students and thereafter applied for refund through online within 30 days from the last date of admission.

b) **The rate of Refund will be as per the UGC notification published in July 2023 as mentioned below:**

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 %

c) The above process and the rate of refund will also be applicable to the student admitted in a particular UG or PG course under above mentioned two faculties and thereafter interested to remove his/her name for admission to other UG or PG course within the University.

d) However, application for Migration Certificate after cancellation of enrollment in proper Format is open even after 30 days from the last date of admission, if the registration process at the university level is completed before.

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.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 dedicated **email ID:** ugpgartswithdrawal2023@jadavpuruniversity.in for courses under "Faculty of Arts" OR through the dedicated **email ID:** ugpgsciencewithdrawal2023@jadavpuruniversity.in for courses under "Faculty of Science" 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 hard copy of downloaded "Application for Refund of Fees" (PDF) along with all necessary document as mentioned above to the **Secretary, Faculty of Arts**, if he/she admitted in any course under "Faculty of Arts", OR to the **Secretary, Faculty of Science,** if he/she admitted in any course under "Faculty of Science".