

## 4. CANCELLATION OF ADMISSION AND REFUND OF FEES

The following policy governs the cancellation of admission and refund of fees, as per the guidelines issued by the Competent Authority (ARA / DTE Maharashtra / Government of Maharashtra). This policy is applicable to all students admitted through CAP rounds, Institute Level Process (ILP), and Management Quota.

### 4.1 Procedure for Cancellation of Admission

#### Clause (a): Online Cancellation Before Cut-off Date – Full Fee Refund

The candidate shall apply online for cancellation and submit a duly signed copy of the system-generated application for cancellation of admission to the Institution. Once the candidate submits the online request for cancellation, his/her admission shall be treated as cancelled. The Institute shall consider the online request made by the candidate for cancellation as final, irrespective of whether the candidate has submitted the duly signed copy of the system-generated application to the Institute.





Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. If the candidate cancels admission on or before the last day for cancellation of seats with full fees refund as specified by the Competent Authority, the Institute shall:

- Refund the entire fees to the candidate after deduction of Rs. 1,000/- (Rupees One Thousand Only) towards processing charges.
- Return all original documents submitted to the Institute within two (2) days from submission of the duly signed copy of the system-generated application to the Institute.

#### **Clause (b): Cancellation After Cut-off Date – No Fee Refund**

The candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after the last day for cancellation of seats with full fee refund as specified by the Competent Authority.

The link for online cancellation of admission shall be deactivated after the cut-off date. After the cut-off date, the candidate has to apply for cancellation of admission to the Institute by submitting a physical application to the Institute. In such cases:

- No tuition fee, development fee, or other charges shall be refunded.
- Only refundable deposits (Security Deposit, Caution Money Deposit, Library Deposit) shall be returned to the candidate.
- The application for refund of deposits must be submitted within the stipulated time frame as prescribed by the institution.

#### **Clause (c): Return of Original Documents**

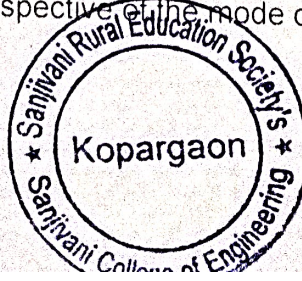
No institution which has in its possession or custody any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution.

- Original documents shall be returned to the candidate within 2 working days of receipt of a written application for cancellation / withdrawal.
- No institution shall withhold original documents of a student under any circumstances.
- Any violation of this clause shall be reported to the Competent Authority (ARA/DTE Maharashtra) and is liable for penal action as per prevailing regulations.

#### **Clause (d): Non-Recovery of Fees for Subsequent Years**

The institution shall not be entitled to recover the fees for the subsequent years from the student seeking cancellation of his/her admission at any point of time. The following conditions apply:

- Once a student cancels admission, the institution shall not demand or recover fees for years beyond the year of cancellation.
- Any fees collected in advance for future academic years shall be fully refunded to the candidate, without deduction, except as permissible under the refund policy.
- This provision applies irrespective of the mode of admission (CAP, ILP, or Management Quota).





## 5. REFUND POLICY – SUMMARY TABLE

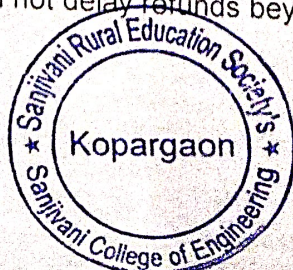
| Sr. | Scenario / Condition                                                        | Refund Entitlement                     | Deductions / Remarks                                         |
|-----|-----------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------|
| 1   | Cancellation on or before the cut-off date specified by Competent Authority | Full Fee Refund                        | Deduction of Rs. 1,000/- processing charges                  |
| 2   | Cancellation after the cut-off date (online portal deactivated)             | No refund of Tuition / Development Fee | Only Security Deposit & Caution Money refunded               |
| 3   | Security Deposit / Caution Money / Library Deposit                          | Fully Refundable at any time           | Subject to No Dues clearance                                 |
| 4   | Fees collected for subsequent academic years (advance payment)              | Fully Refundable                       | No deduction permissible for future year fees                |
| 5   | Original documents withheld by institution                                  | Must be returned within 2 working days | Non-compliance liable for penal action under ARA regulations |
| 6   | TFWS (Tuition Fee Waiver) Seat – Cancellation before cut-off                | Other charges refunded as applicable   | Processing charge of Rs. 1,000/- deducted                    |

## 6. REFUND PROCESS AND TIMELINE

| Sr. | Step | Action                                                                               | Responsible Authority / Timeline                |
|-----|------|--------------------------------------------------------------------------------------|-------------------------------------------------|
| 1   | 1    | Candidate submits online cancellation request on ARA/DTE portal                      | Candidate / Immediately upon decision           |
| 2   | 2    | Submission of duly signed system-generated cancellation application to the Institute | Candidate / Within 2 days of online request     |
| 3   | 3    | Institution acknowledges receipt and verifies cancellation request                   | Admission In-charge / Dean Admission / Same day |
| 4   | 4    | Return of original documents to candidate                                            | Institution / Within 2 working days             |
| 5   | 5    | Processing of fee refund (if eligible) after deducting processing charges            | Accounts Officer / Within 15 working days       |
| 6   | 6    | Refund credited to student's bank account (NEFT/RTGS/Online Transfer)                | Accounts Section / As per ARA refund schedule   |
| 7   | 7    | Issuance of No Dues Certificate and Bonafide / Leaving Certificate to candidate      | Academic Section / Within 5 working days        |

## 7. INSTITUTIONAL RESPONSIBILITIES

- The institution shall strictly follow the refund timelines as prescribed by ARA / DTE Maharashtra and shall not delay refunds beyond the stipulated period.





- The Dean Admission and Accounts Officer shall jointly be responsible for the timely processing of all refund applications.
- The institution shall maintain a Refund Register recording all cancellation requests, amounts refunded, deductions, and dates of refund.
- The institution shall not charge any additional fees or fines on students seeking cancellation of admission.
- No original document of a student shall be withheld by the institution for recovery of dues.
- The institution shall display the fee structure, refund policy, and cut-off dates prominently on the notice board and official website at the commencement of each academic year.
- Any grievance related to fee refund shall be addressed by the Grievance Redressal Committee within 7 working days.

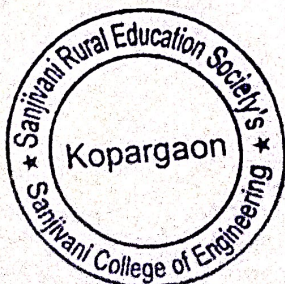
## 8. GRIEVANCE REDRESSAL FOR FEE AND REFUND MATTERS

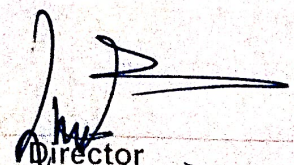
Students or parents having grievances related to fee collection, refund processing, or return of documents may follow the below escalation mechanism:

| Sr. | Level | Contact Authority                           | Resolution Timeline   |
|-----|-------|---------------------------------------------|-----------------------|
| 1   | 1     | Admission In-charge / Accounts Officer      | Within 3 working days |
| 2   | 2     | Dean Admission / Dean Academics             | Within 5 working days |
| 3   | 3     | Director / Principal                        | Within 7 working days |
| 4   | 4     | ARA Maharashtra Grievance Portal / Helpline | As per ARA norms      |

## 9. DECLARATION

This Fee Structure and Refund Policy document has been prepared in accordance with the norms and guidelines of AICTE, Government of Maharashtra, DTE Maharashtra, ARA Maharashtra, Fee Regulating Authority (FRA), and SPPU, Pune. The institution is fully committed to following this policy in letter and spirit, ensuring fairness, transparency, and student-friendly procedures in all fee and refund matters.



  
Director  
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