

Guidelines for Cancellation of admission requested by candidate

In case of cancellation of admission on the request of candidates, the refund of fee will be done as per UGC Fee Refund Policy 2024-25.

The UGC guidelines for fee refund for the session 2024-25 may be accessed at https://www.ugc.gov.in/pdfnews/1654477_Fee-Refund-Policy-2024-25.pdf

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

Please note

- Last date of admission to MBA (all) programs is **July 30, 2024**
- Last date of admission to all other courses is **August 30, 2024**

For cancellation candidates are advised to fill and submit the attached form along with all relevant/desired documents.



JAMIA HAMDARD

Cancellation/Refund Request Form

Serial No.:

Date: _____

Student Information:

1. Application form No/ Enrollment No. : _____

2. Course Name: _____

3. Candidate's Name: _____

4. Father's Name: _____

5. Mobile No.: _____

6. Email address : _____

Refund Details:

7. Refund Request For (Tick whichever is applicable):

[] Duplicate Application form Fee

[] Admission cancellation Fee

[] Other (give details): _____

8. Reason for Refund: _____

9. Payment Date: _____

10. Bank Transaction No.: _____

Bank Details for refund (in which amount is to be transferred, it should be candidate/parent's account only)

11. Account No.: _____

12. IFSC: _____

13. Name of Account Holder: _____

Attachments:

1. Bank Passbook / Cancelled Cheque for Account in which refund to be credited
2. Copy of Payment Proof/ transaction slip

Signature of Candidate

Signature of Cancellation officer of the School/Department
(Only if candidate is already admitted)

Signature Dean/ Head of the Department
(Only if candidate is already admitted)

Admission Section

Finance Office

- Note:**
1. Incomplete form/application received after due date or in absence of desired documents, refund cannot be processed.
 2. Duly Filled and signed refund request form along with desired documents as **SINGLE PDF** file is to be either submitted in the admission section or to be emailed using the **same email ID as mentioned in application form** to **counselling@jamiahamdard.ac.in**