



University of Kota, Kota

M.B.S. Marg, Near Kabir Circle, Kota-324005 (Raj.)

Website: www.uok.ac.in

Fee Refund Rules

The Fee Refund Rules of the University of Kota shall be as under:

1. A student once admitted can get the fee refund only if he / she applies to the University in the prescribed Refund Request Form within the prescribed time limits as follows:

1(a)	If application is submitted within 15 days after admission of the candidate or before the closing date of admission whichever is earlier	70% of the tuition fee shall be refunded subject to the condition that the seat so vacated is filled up by the another candidate
1(b)	If application is submitted any time in the session not covered within point 1(a)	Only caution money shall be refunded

2. In case of transfer of student from one course of higher fee to another course of lesser fee within the campus, the difference fee may be refunded after the admission and vice-versa.
3. If any course is not run by the University department due to unavoidable reason, the 100% fee deposited by the students shall be refunded.
4. Once the refund application is received, the application will be processed only after final withdrawn of the admission in the course.
5. In case of Foreign/NRI candidates, the refund will be made in accordance with foreign exchange rules and regulations.
6. The admission application form fee is nonrefundable.

7. The admission of a student is liable to be cancelled at any time, on being found, ineligible or used fraudulent means for securing admission or if any of the statements made by him / her is found false. The University has the right to take disciplinary and legal action or penalty against such a student as per the Statutes and the Rules of the University. In such case, the fee including caution money deposited by the student shall be forfeited and he/she shall also be liable to pay the dues, if any.
8. The caution money will be refunded to the students on his/her leaving the University, after the completion of the course and the declaration of the final examination results, after deduction of all dues, fines and other claims, if any, against him/her, as per the rules of the University. No interest will be payable by the University on such amount.
9. Any extra amount deposited by the candidate by mistake or due to interruptions of online transfer will be refunded after providing justified evidences and proofs by the students along with refund application and after the confirmation of University bank.
10. If any student who has applied for Govt. Schemes for fellowship/financial aid through the University applies for fee refund the same will be processed only after the cancellation of his application from the govt. scheme.
11. The candidate should submit the original fee receipt, identity proof and the dues clearance certificate with the refund request form.
12. The application for the refund shall be submitted to the Registrar, University of Kota, Kota through Head / Coordinator with all relevant documents within the prescribed time limit.
13. No email request shall be entertained for the refund.



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REFUND REQUEST FORM

SECTION 1: STUDENT DETAILS

Name	
Application Form No.	
Contact Email and Mobile no.	
Father's Name and Mobile no.	
Scholarship Offered, if Any	
Date of Admission	
Reasons for Refund	

SECTION 2: DECLARATION

I understand that failure to complete this form fully or not providing all requested documentation may result in my refund being delayed.

Signature of Candidate

Signature of Parent

Date:

For office use only

Recommendations of the Head/ Coordinator:.....
.....
.....

(Head/Coordinator)