



Government of Jammu & Kashmir  
Office of the Principal  
Amar Singh College



Gogji Bagh, Srinagar-190008 (J&K)

e-mail: principal@amarsinghcollege.ac.in

NAAC ACCREDITED

Tel No: 0194-2310227, Fax No: 0194-2311674

website: [www.amarsinghcollege.ac.in](http://www.amarsinghcollege.ac.in)

No. ASC/Edu/22/ 2456

Dated: 21-02-2022

## Fee Refund Policy

### Introduction:

The fee refund policy has been framed for a smooth refund process after admission cancellation.

### Remittance and Refund of Course Fee:

As described in the Right to Information Act 2005 and UGC guidelines on students' entitlement and UGC notification on Remittance and Refund of Fee (December 2016), the fee refund shall be processed as follows:

- If a student withdraws from a course in which he or she was enrolled, the college shall process the refund as follows:

S.no	Percentage of refund of the total fee	Time when notice of withdrawal/cancellation of admission was given to the college
1.	100%	15 days before the formally notified last date of admission
2.	80%	not more than 15 days after the formally notified last date of admission
3.	50%	More than 15 days but less than 30 days after the formally notified last date of admission
4.	0%	More than 30 days after the formally notified last date of admission

**NOTE:** Fee Refund shall include the total fee deposited by the student except caution money and security deposit.

- In case S.No. 1 of the above table is applied, the college shall deduct an amount of 10% of the total fee for processing charges from the refundable amount.
- The fee shall be refunded by the college within 15 days from the date of receiving the application from the student.



**Government of Jammu & Kashmir**  
**Office of the Principal**  
**Amar Singh College**



Gogji Bagh, Srinagar-190008 (J&K)

e-mail: [principal@amarsinghcollege.ac.in](mailto:principal@amarsinghcollege.ac.in)

**NAAC ACCREDITED**

Tel No: 0194-2310227, Fax No: 0194-2311674

website: [www.amarsinghcollege.ac.in](http://www.amarsinghcollege.ac.in)

**Procedure for Application**

The student is required to submit an application addressed to the principal for cancellation/withdrawal of the admission along with the fee refund application form available at [www.amarsinghcollege.ac.in/downloads](http://www.amarsinghcollege.ac.in/downloads) and shall submit the duly filled form in the admission section of the college.

**Procedure for Refund**

- A. Refund shall be done through online NEFT or through Account Payable Cheque in the name of the applicant/parents only after verifying the application and documents.
- B. No interest shall be payable on the refund of any fees
- C. The college reserves all the rights to modify and amend fee refund policy

**Prof. Bashir Ahmad Rather**  
**Principal**  
**Amar Singh College**