

## **BENNETT UNIVERSITY FEE REFUND POLICY**

### **ACADEMIC YEAR 2026-27**

Bennett University ("BU"/"University") Fee Refund Policy for new admission of students during the AY 2026-27 is based on Fee Refund Policy notified by University Grants Commission (UGC) vide Notification D.O. No.F.2-71/2022(CPP-II) (C-114546) dated June 12, 2024.

This Policy shall be applicable to all Programmes run by the University.

#### **1. Procedure for admission cancellation/withdrawal**

1.1 A student duly admitted to 1st semester of any programme run by the University may apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admissions.

1.2 Application for cancellation of admission/withdrawal should be made by submitting the duly filled-in refund application form in the prescribed format (available on the website), duly signed, in person by the student and parents/guardian. Only written applications will be accepted.

1.3 The application for cancellation/withdrawal of admission, to be emailed by the student to concerned departments including the Dean of the respective school, Marketing & Admissions department, the Finance Department, and the Registrar for approval in accordance with the policy guidelines.

1.4 In case a programme is called off before the start of the academic session (1st semester) due to any reason(s), full fee deposited by the student shall be refunded.

1.5 The refund of fees shall be processed in accordance with the policy issued by the University and in accordance with the policy notified by the University Grants Commission (UGC).

- Withdrawal/Cancellation of admission requests received on or before 30 September 2026 shall be eligible for full refund of fees. For Withdrawal/Cancellation requests received after 30 September 2026 and up to 31 October 2026, the refund shall be processed after deduction of a processing fee, which shall not exceed Rs. 1,000.

#### **Note:**

- a) The last date of admission for the AY 2026-27 shall be **31st October 2026** or as per UGC notification. The University reserves its rights to change / alter the above- mentioned last date of admission for the AY 2026-27.
- b) No-dues certificate shall be required for refund of caution money/security deposit. The Caution/Security deposits shall be refunded after adjustment of outstanding dues, including:
  - IT Damage Charges/University Property Damage Charges.
  - Library Charges.
  - ID Card Charges Rs. 1000/- (If not returned).
  - Any other approved university dues/fine.
- c) Refund shall be processed within 15 working days of receipt of the complete application and completion of the no-dues process.



- d) If a student who is offered BU scholarship decides to withdraw, he / she will be treated as a non-scholarship student and the withdrawal guidelines as given above will be applicable.
- e) If admission is cancelled on account of disciplinary action, violation of Anti Ragging Regulations, Substance Abuse, breach of Code of Conduct or any other Rules & Regulations of the University, **NO REFUND of fees is permissible**. only the Security Deposit, after settlement of dues (if any), shall be refunded.
- f) In case admission is cancelled on account of ineligibility or failure to submit the required original documents by the stipulated date, no refund of fees shall be permissible; only the Security Deposit, after adjustment of dues, shall be refunded.
- g) If any discrepancy is detected between the academic details furnished in the application form and the original documents submitted, the admission shall be cancelled and the fee deposited shall be forfeited except the Security Deposit.
- h) If any document submitted by the candidate is found to be forged, fabricated or false, or if admission is obtained through misrepresentation, donation or any unfair means, the admission shall be cancelled immediately, the fees shall be forfeited, and legal action may be initiated as deemed appropriate.

## 2. Procedure for Refund

2.1 Refund shall be processed by Finance Department through online mode/ bank transfer after verifying all necessary documents including duly filled in application form or documents, necessary approvals and after completion of no dues process.

2.2 No interest shall be payable on refund of any fees.

2.3 In any other case which is not covered in these rules, the decision would be taken by the Vice Chancellor.

2.4 Any disputes in this regard are subject to the legal jurisdiction of District of Gautam Buddha Nagar, Uttar Pradesh.

### Bennett University Hostel Charges & Sports Charges Refund Policy

The Bennett University Hostel Charges & Sports Charges Refund Policy will be effective from the date of the notification.

#### Refund of Hostel Charges:

| Sr. No. | Percentage of Refund of Hostel Charges | Point of time when notice of withdrawal of hostel admission is received in the HEI  |
|---------|--|---|
| 1       | 100%**                                 | On or Before the date of commencement of session (as notified by BU) or date of hostel occupancy (whichever is earlier**) |
| 2       | 50%                                    | Till 7th day of commencement of session (as notified by BU) or 7th day of hostel occupancy (whichever is earlier**)       |
| 3       | 25%                                    | 8th-10th day of commencement of session (as notified by BU) or 10th day of hostel occupancy (whichever is earlier)        |
| 4       | 0%                                     | From 11th day of commencement of session (as notified by BU) or 11th day of hostel occupancy (whichever is earlier**)     |

Procedure for the refund of Hostel Charges in case of withdrawal from the Hostel:

1. \*\* The refund will also be applicable if the student fails to report on the date of

commencement of the session or if the student has not occupied the hostel on the date specified for hostel occupancy.

2. Hostel accommodation shall have deemed to be vacated only after taking clearance from Warden/Hostel In-charge.

3. In case, admission of student/Hostel allocation is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the University, **NO REFUND of fees is permissible.**

### **Refund of Sports Charges for Day Scholars:**

For the day scholars, the following shall be the procedure for the refund of Sports Charges in only in case of withdrawal of admission:

1. Till the date of Registration, a candidate is entitled for full refund of Sport charges paid.

2. From the date of Registration for the programme and having paid the Sports charges, the amount shall be refunded on pro-rata basis. For calculation of pro-rata deduction/refund, Semester shall be counted of 5 months duration (part of the month starting from day one will be considered full month for deduction).

3. Once registered, the refund shall be processed on completing the no due clearance issued by the Sports Officer.

  
Registrar  
10/3/26



**Disclaimer:** The University reserves the right to amend the policy, including timelines and terms, at its sole discretion. Any changes shall be communicated through official channels and will be applicable from the date of notification.