



COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIT FOR INTERNATIONAL RELATIONS AND ACADEMIC ADMISSIONS

Cochin University.P.O., Kochi – 682 022, Phone: 91-0484-2577159, 2577100, 2575959
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NOTICE

As per the UGC Guidelines, following rules are applicable for refund of fees to the candidates who are withdrawing their admission from various programmes of the University during the year 2018-19.

Sl. No.	Percentage of refund of aggregate fees	Point of time when the withdrawal of admission received at the University
1	10 % of the aggregate fee paid will be deducted as processing charges subject to a maximum of Rs 1000/-	Up to the commencement of classes
2	90% (will be deducting 10 % of the aggregate fee paid as processing charges)	After the commencement of classes up to the formally notified last date of admission
3	80%	Not more than 15 days after the formally notified last date of admission
4	50 %	More than 15 days but less than 30 days after formally notified last date of admission
5	0%	More than 30 days after formally notified last date of admission

Sl No.	Programmes/Courses	Commencement of classes	Last date of admission
1	PG Programmes except LLM and M Tech	04.07.2018	15 days after the commencement of classes
2	LLM Programmes	09.07.2018	
3	M Tech/B Tech/Integrated M Sc /LLB	16.07.2018	

The following points may be noted:

1. Aggregate fee will be the total fees paid excluding the caution deposit.
2. Date of withdrawal will be date at which the written request is received at the University.
3. Request for withdrawal of admission should accompany 1) Advanced stamped receipt (Format can be downloaded from the website) 2) Original Admission Certificate 3) Original fee receipt

Sd/-
Dr K K Saju
DIRECTOR (IRAA)

ADVANCE STAMPED RECEIPT

Received from the Registrar, Cochin University of Science and Technology, Kochi – 22 a sum of Rs..... (Rupees only) towards the refund of Tuition fees/Caution Deposit/Interest Free Deposit/NRI deposit remitted by me for the PG / B.Tech / other Undergraduate programmes under the School of Engineering /CUCEK/ Instrumentation / Photonics / PS & RT/ Ship Technology / Marine Engineering /others during 2018 – 19.

Roll No. _____

Place:

Name & Address of the Candidate

Date:

Paste here one rupee revenue stamp and sign across

Bank details – Name of Bank: _____

Account No. _____ IFS Code _____

Name of Account holder _____

Cancelled cheque/Copy of Bank pass book & this form may be attached along with request for refund of fee

(For Office use only)

Passed for Rs.(Rupees only)

..... only)

PRINCIPAL/HEAD OF DEPARTMENT