

COIMBATORE INSTITUTE OF TECHNOLOGY (CIT), COIMBATORE

FEE REFUND POLICY AND GUIDELINES

1. PREAMBLE

Coimbatore Institute of Technology (CIT), Coimbatore is committed to maintaining a transparent, student-centric, fair, and accountable fee refund system. The Institute recognizes the rights of students and parents to receive timely information regarding fee payments, withdrawals, cancellations of admission, and refund eligibility.

This Fee Refund Policy is framed in accordance with:

- University Grants Commission (UGC) Public Notices and Fee Refund Guidelines issued from time to time.
- UGC (Redressal of Grievances of Students) Regulations, 2023.
- AICTE Approval Process Handbook (APH) and related notifications.
- Government of Tamil Nadu regulations, where applicable.
- Regulations of the affiliating university and competent statutory authorities.
- Institutional policies approved by the Governing Council/Board of Management.

The policy aims to ensure that fee refunds are processed fairly, transparently, and within prescribed timelines while safeguarding the interests of students and maintaining compliance with regulatory requirements.

2. OBJECTIVES

The objectives of this policy are to:

1. Ensure transparent and equitable processing of fee refund requests.
2. Provide clear procedures for withdrawal and cancellation of admission.
3. Protect the interests of students seeking admission or discontinuing studies.
4. Ensure compliance with AICTE, UGC, University, and Government norms.
5. Facilitate timely processing and disbursement of eligible refunds.
6. Establish accountability and proper documentation in refund processing.
7. Provide an effective grievance redressal mechanism for refund-related issues.
8. Promote trust and transparency in institutional admission practices.

3. SCOPE

This policy applies to:

- Undergraduate students
- Postgraduate students
- Research scholars (where applicable)
- Lateral entry students

- NRI/Foreign students (subject to specific regulations)
- Students admitted through Government quota, Management quota, or any other approved admission category

The policy covers:

- Withdrawal before commencement of classes
- Cancellation of admission after confirmation
- Discontinuation of programme
- Migration to another institution
- Withdrawal due to personal, medical, financial, or other valid reasons
- Refund of caution deposits and other refundable deposits

4. GUIDING PRINCIPLES

The Institute shall adhere to the following principles:

Transparency

- Fee structures, refund provisions, and deadlines shall be published on the Institute website and admission prospectus.

Fairness

- Refund requests shall be evaluated objectively without discrimination.

Compliance

- Refunds shall be governed by the latest AICTE, UGC, University, and Government regulations.

Timeliness

- Eligible refunds shall be processed within prescribed timelines.

Accountability

- Complete records of applications, approvals, and payments shall be maintained.

5. FEE REFUND ELIGIBILITY

Refund eligibility shall be determined based on:

- Date of submission of withdrawal request.
- Date of admission cancellation.
- Commencement of classes.
- Seat occupancy status, where applicable.
- Applicable AICTE/UGC/University regulations in force for the academic year.

The Institute reserves the right to deduct processing charges, dues, penalties, or other approved deductions as permitted by regulatory authorities.

6. REFUND CATEGORIES

Category A: Withdrawal Before Commencement of Academic Session

Students withdrawing before the commencement of classes shall be eligible for refund as per applicable AICTE/UGC/Anna University norms after deduction of permissible processing charges, if any.

Category B: Withdrawal After Commencement of Classes

Refund shall be processed according to the percentage prescribed under applicable regulatory norms based on the date of withdrawal.

Category C: Cancellation Due to Admission Ineligibility

Where admission is cancelled due to submission of incorrect information, forged documents, suppression of facts, or non-fulfilment of eligibility conditions, refund eligibility shall be governed by applicable regulations and institutional rules.

Category D: Caution Deposit Refund

Refundable deposits shall be returned after:

- Clearance of all dues.
- Return of Institute property.
- Settlement of hostel/library/laboratory liabilities.

7. CURRENT REFUND MATRIX

Subject to revision by AICTE, UGC, Government, or University notifications.

| Notice of Withdrawal Submitted | Percentage of Refund of Academic Fee* |
|--|---------------------------------------|
| 15 days or more before formally notified last date of admission | 100% |
| Less than 15 days before formally notified last date of admission | 90% |
| Up to 15 days after formally notified last date of admission | 80% |
| More than 15 days and up to 30 days after formally notified last date of admission | 50% |
| More than 30 days after formally notified last date of admission | 0% |

*Subject to permissible deductions and applicable regulatory notifications.

If AICTE, UGC, Government of Tamil Nadu, or the affiliating University issues revised refund regulations, those provisions shall automatically supersede this table.

8. REFUND APPLICATION PROCEDURE

After the approval of the students refund application through proper channel with supporting documents, student/parent/guardian approval the students fees will be refunded

9. DOCUMENTS REQUIRED

The following documents shall normally be submitted:

Mandatory Documents

- Refund application form.
- Written request for cancellation/withdrawal.
- Admission confirmation letter.
- Fee payment receipt.
- Student identity card (if issued).
- Bank account details with cancelled cheque/passbook copy.

Additional Documents (where applicable)

- Transfer certificate request.
- Medical certificate.
- Migration proof.
- Scholarship withdrawal communication.
- Any other document required by the Institute.

10. RESPONSIBILITIES OF STUDENTS

Students seeking refunds shall:

- Submit complete applications within stipulated timelines.
- Provide accurate bank details.
- Clear institutional dues.
- Return Institute property where applicable.
- Cooperate with verification procedures.

11. REVIEW OF POLICY

This policy shall be reviewed periodically by the Institute to ensure alignment with:

- AICTE Approval Process Handbook
- UGC Regulations and Public Notices
- Government of Tamil Nadu directives
- Affiliating University regulations
- Judicial and statutory developments

Any amendments approved by competent authorities shall become part of this policy.

12. CONCLUSION

Coimbatore Institute of Technology is committed to implementing a transparent, fair, student-friendly, and regulation-compliant fee refund mechanism. By integrating AICTE norms, UGC fee refund guidelines, and established institutional best practices, the Institute seeks to safeguard student interests while ensuring accountability, efficiency, and good governance in all matters relating to admission withdrawals and fee refunds. The Institute shall continuously review and improve its processes to maintain trust, transparency, and excellence in student services.