



# St. Joseph's College of Commerce (Autonomous)

Affiliated to Bengaluru City University  
Accredited with A++ Grade NAAC(4<sup>th</sup> Cycle) | College with Potential for Excellence (CPE)  
Ranked 74<sup>th</sup> in NIRF 2021 by Ministry of Education, Government of India  
#163, Brigade Road, Bengaluru - 560025, Karnataka, India



## Admission Cancellation/ Refund Policy

The management of the institution follows the refund procedure as laid down by UGC under Notification on Refund of Fees and Non-Retention of Original Certificates (w.e.f October 2018).

The college will acknowledge any appeal for cancellation/refund or disengagement of admission from any chosen/offered Programme to a candidate if the request is as per the prescribed policy of the institution. Provision to apply for cancellation of admission is available during the time of the Academic year of admission or any time later. Application for cancellation of admission and refund if any must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents. The request must be supported by original fee receipt and original acknowledgement given by the institution.

Refund includes only the Academic Programme fee based on the actual paid to the institution. No refund shall be provided towards Application fee or /and Admission Registration Fee.

The option to apply for Refund of admission fees will be available as per the table below. Student looking for cancellation and refund of admission fees shall be eligible for it as per the table given below.

The date of closure of admission for the academic year 2022 - 23 is June 10, 2022					
Submission of Refund Application	15 days or more prior to	Less than 15 days prior to	15 days or less after	30 days or less but more than 15 days after	Beyond 30 days after
Deduction	Lower of Rs. 5,000 or 5 %	10%	20%	50%	100%
Total Refund	Balance amount	90%	80%	50%	00%



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All refunds will be made only to the bank account of the student/parents as per the bank details furnished and it will take a maximum of 15 working days from the date of approval of the cancellation of admission by the college office.

Legal proceedings if any regarding the refund of fees; irrespective of the domicile of the student shall be only in the City of Bengaluru.