



Ref: 264/NITS/Academic/26<sup>th</sup> Senate/2023-24/252

Date: 20<sup>th</sup> Dec., 2023

NOTIFICATION

**Refund Rules for UG, PG & Ph.D. Program**

That, the refund policy/rules of the respective admission board/ authority viz; JoSAA/ CSAB/ CCMT/ CCMN/ DASA etc. will be final and **will NOT supersede** by this Institute Rules.

That, **in absence of the clear refund policy/rules from the above admission board/ authority**, this refund rules shall be applicable as per the Institute Norms.

That, this refund rules will be applicable from the **academic year 2023-24 for undergraduate (UG), postgraduate (PG), and Ph.D. programs.**

**Category- A:** Refund rules applicable for withdrawal from the UG & PG program where the seat is allocated by the admission board/ authority viz; JoSAA/CSAB/CCMT/CCMN/DASA etc:

Particulars	Amount of Refund	Process of refund
Candidates not reporting to NIT Sikkim till the last date of admission after seat allotment by the seat allocation board.	Upon the transfer of funds to NIT Sikkim by the seat allocation board, a <b>deduction of Rs. 10000/- will be made from the total fee paid to the seat allocation board (JoSAA/CSAB/CCMT/CCMN/DASA)</b> and the balance amount will be refunded to the candidate on request.	Applicants are required to submit an application to the Dean Academic, providing valid reasons for not enrolling in the Institute before the final admission deadline. Additionally, it is essential to include the bank account details as part of the submission.
Candidates withdraw after taking admission at NIT Sikkim	<b>Caution deposit + Hostel/Mess Fee, if any will be refunded</b> to the candidate.	Candidates need to submit a clearance form their respective department, along with their bank account details, to facilitate the refund process.

**Category- B:** Refund rules applicable for withdrawal from the Self- Finance/Industry Sponsored candidates in the PG & Ph.D program where the seat is allocated through Institute Admission Test (IAT):

Particulars	Amount of Refund	Process of refund
Candidates not reporting to NIT Sikkim till the last date of admission after payment of partial seat acceptance fee.	The Institute will forfeit the entire seat acceptance fee. <b>No refund.</b>	<i>No required</i>

Candidates withdraw within one week from the last date of admission	<b>50% of Tuition fee and Caution deposit+ Hostel/Mess Fee, if any will be refunded.</b>	Candidates need to submit a clearance form from their respective department, along with their bank account details, to facilitate the refund process.
Candidates withdraw after one week from the last date of admission	<b>Only caution deposit + Hostel/Mess Fee, if any will be refunded to the candidate.</b>	Candidates need to submit a clearance form from their respective department, along with their bank account details, to facilitate the refund process.


**Category- C: Refund rules applicable for withdrawal from UG, PG and PhD other than Admission:**

Particulars	Amount of Refund	Process of refund
Candidates withdraw/discontinued from the courses	<b>Only caution deposit + Hostel/Mess Fee, if any will be refunded to the candidate.</b>	Candidates need to submit a clearance form from their respective department, along with their bank account details, to facilitate the refund process.

General Guidelines for Refund:

1. The refund will be initiated after the completion of admission process and after transfer of the fee from the respective admission board viz; JoSAA/CSAB/CCMT/CCMN/DASA to the Institute.
2. Institute will follow the refund rules for fees as per the MoE guidelines notified from time to time.
3. In case of natural/ accidental death or major casualties of the students which restrict her/his continuity in the studies, in such case tuition fee+ Hostel/Mess fee of that semester and caution deposit will be refunded.

This has the approval of the Chairman Senate.

  
**Dean Academic**  
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**Dean ( Academic )**  
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