

UNIVERSITY OF KERALA

(Abstract)

University Office –Guidelines regarding refund of fee – Sanctioned – Orders issued.

ADMINISTRATION 'B.II' SECTION

No.Ad.BII/5622/06/2016.

Thiruvananthapuram, Dated, 24.06.2016.

ORDER

Considering the increasing demand from students/ affiliated colleges/ individuals for refund of fee remitted for various purposes, Sanction has been accorded by the Vice Chancellor to the following guidelines for refund of fee being formulated.

1. As a general matter, fee once remitted will not be refunded.
2. In extreme conditions, fee refund will be considered for the following cases.
 - a) If there is fault on part of the University(such as incorrect information given in notification/website, in cases of courses cancelled by University)
 - b) Refund of tuition fee of courses shall be considered only if alternate admissions are made to the seat/as per rules of the Commissioner of Entrance Examinations or when fees has been remitted twice for the same purpose.
 - c) Refund of remittances above R 1000/- alone will be considered and 20% administration charge will be levied for all refunds from KUF.
 - d) Fee refund for remittances made i) for certificate ii) fee adjustments and other faulty remittances shall not be considered.
3. Any refund not included in the above, shall be specifically approved by the Vice – Chancellor after considering merit.
This order is issued with concurrence of Finance.

Sd/-

B. Bindu


Deputy Registrar (Admn.II)

For Registrar.

To

1. The PS to Vice Chancellor
2. The PS to Pro Vice Chancellor
3. The sections concerned/Heads of the Departments
4. The PA to Registrar / FO/Controller of Examinations
5. Ad. B II /Ad B I /Planning A I/Ad F II Sections
6. Stock file/File copy.

Forwarded/By Order


SECTION OFFICER