

NOTICE

The rules applicable for refund of fees to the candidates who are withdrawing their admission from the various academic programmes of the university during the year 2023-24, are as given below:

| Sl. No | Academic Programmes | Percentage of refund of *aggregate fees | Point of time when the withdrawal of admission | |
|--------|---|---|---|--|
| 1 | <i>Programmes with AICTE approval (M Tech/ MCA/ MBA and B.Tech)</i> | Full Refund | Up to 11.09.2023 | |
| | | 0% | From 12.09.2023 onwards | |
| 2 | <i>Programmes with UGC approval (M Sc /MFsc/ MA / M Voc/ BBA LLB/ B.Com LLB/ LLM/LLB/ BVoc & Integrated M.Sc)</i> | Full Refund | Up to 30.09.2023 | |
| | | With a deduction of not more than ₹1000 as a processing fee | Up to 31.10.2023 | |
| | | For any admission schedule extending/ commencing beyond / after 31.10.2023 | | |
| | | 100% | 15 days or more before the formally notified last date of admission | |
| | | 90% | Less than 15 days before the formally notified last date of admission | |
| | | 80% | 15 days or less after the formally notified last date of admission | |
| 50% | 30 days or less, but more than 15 days after formally notified last date of admission | | | |
| 0% | More than 30 days after formally notified last date of admission | | | |

The following points may be noted:

- *Aggregate fee will be the total fees paid excluding the caution deposit and refundable deposits if any
- ** The cancellations should be done from the candidate profile (this date will be considered as date of cancellation) and for PG programmes the hard copy of the request generated along with the Advanced stamped receipt duly filled in, should be sent by speed post to the Director, Directorate of Admissions, CUSAT, Kochi-22 for cancellations up to the date of commencement of classes as given below:

| Sl.No | Programmes/Courses | Date of Commencement of classes |
|-------|-----------------------------|---------------------------------|
| 1 | M Sc /M Fsc/ MA / MCA/M Voc | 10.07.2023 |
| 2 | M.Tech | 19.07.2023 |
| 3 | LLM | 01.08.2023 |
| 4 | LLB (3 year) | 14.08.2023 |

For cancellations on and after the date of commencement of classes, the same should be submitted to the Head of the concerned Department/School for processing. In the case of candidates whose admission is rejected by the Departments during verification, Advance Stamped receipt (downloaded from the admissions website) should be submitted along with a written request to the Director, Directorate of Admissions, CUSAT, Kochi-22, for refund.

3. For UG courses the cancellations should be done from the candidate profile (this date will be considered as date of cancellation) and the hard copy of the request generated along with the Advanced stamped receipt duly filled in, should be sent by speed post to the Director, Directorate of Admissions, CUSAT, Kochi-22 for cancellations up to 11th September 2023.

DIRECTOR (DoA)

Copy to:

1. Heads of all Teaching Departments
2. Principal SOE /CUCEK