

Sub: Consolidated Guidelines for Fee Refund – Reg

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Consequent upon the approval of the competent authority, the followed guidelines for fee refund under various circumstances are issued herewith.

**Case 1: Refund of fee for withdrawal of admission before the commencement of classes**

Whenever a student who secures admission in IIT Tirupati chooses to withdraw before the commencement of classes, the student will receive the refund of full fee paid after a deduction of Rs.3,000/- as processing fee.

**Case 2: Refund of fee for withdrawal of admission after the commencement of classes**

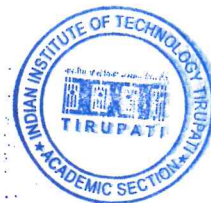
Whenever a student who secures admission in IIT Tirupati chooses to withdraw after the commencement of classes, the student will receive only the refund of caution deposits (Institute & Library) subject to 'no dues'. The same guidelines apply to graduating students also.


**Case 3: Refund of excess fee paid due to various reasons**

- a) **Bank Loan** – There are cases where the bank pays the fee and the students also pay the fee to avoid delay. In such cases, the excess fee will be refunded to the student upon a request made to the Academic Section.
- b) **Income Certificate** - There are cases where students pay the fee in a higher income category due to the non-availability of proper income certificate. In such cases, the excess fee will be refunded to eligible students upon submission of a proper income certificate within the same academic year. Refund claims of previous academic years shall not be processed in any case.

**General guidelines:**

1. Proper Income Certificate would mean a family income certificate issued by the competent revenue authority of the concerned state government of the state where the student originally domiciles.
2. The fee refunds will be made through online mode only to the bank account held in the name of the student.



  
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