



PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, INDORE

DEEMED TO BE UNIVERSITY

An institution established in 1994, Thrice Accredited by NAAC with highest Grade, now A++

PIMR Admission (Cancellation and Refund) Regulation

Policy:

PIMR (Deemed to be University), Indore, will consider any request for cancellation of admission/withdrawal from studies if such a request is made in accordance with the prescribed Regulations. The Regulations will include procedures for cancellation/withdrawal as well as the rules for refund.

Regulation:

1. This Regulation will form part of the Admission Regulations of the University and lays down the procedure for cancellation of admission and for refund of the fee paid. The Regulation is based on the UGC Notification on Refund of Fees and Non-Retention of Original Certificates of October 2018 and the UGC Fee Refund Policy issued vide D.O. No. F.2-71/2022 (CPP-II) (C-114546) dated 12 June 2024 and shall be effective from the date of approval/notification by the University. In case of any amendment, clarification, notification, guideline or direction issued by the University Grants Commission (UGC) from time to time regarding fee refund, admission cancellation or withdrawal, the same shall prevail over the provisions of this Regulation to the extent of such inconsistency.
2. Any student admitted to any of the Programmes/Courses offered by the University may apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admission or later.
3. Application for cancellation of admission/withdrawal shall be submitted either in writing by the student or through an email sent from the registered email ID of the candidate to vicechancellor@pimrindore.ac.in and registrar@pimrindore.ac.in. The effective date of cancellation shall be the date on which the written application or email request is received by the University.
4. Refund may be considered only in respect of the Academic Course Fee. **No refund shall be allowed in respect of Application Fee, Registration Fee, Entrance Test Fee, Processing Fee and other non-refundable charges, if any.**
5. PIMR (Deemed to be University), Indore, in view of its academic regulations, does not normally admit any student to any Programme/Course after the notified last date of admission or after commencement of classes and hence the seats of cancelled admission shall remain unfilled at all times thereafter.
6. Admissions to all courses will officially close **15 days prior to the commencement of classes**, and the said date of closure of admission shall be the notified date forming the basis for considering the amount of refund.

7. If a student, after joining for the Programme/Course, leaves it in mid-session, the entire fees collected shall be forfeited.
8. Students seeking cancellation of admission shall be eligible for a refund of the academic fee at the specified rates as detailed in the table below, which are based on the date of submission of the application for cancellation with reference to the notified last date of admission.
9. Refund of Academic Course Fee with reference to 'Last Date for Admission' (as per the announced dates for different Courses) shall be as under:

Application	Last Date for Admission (15 days prior to commencement of classes*)				
	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	₹1,000	10% of Course Fee	20% of Course Fee	50% of Course Fee	100% of Course Fee
Refund	100%	90%	80%	50%	00%

***Commencement of classes will mean the date of the start of the Academic Session for the Course/Programme.**

10. Refund of Hostel Fee (after adjusting dues for days of actual stay), if any, may be permitted subject to a minimum additional deduction of the monthly rental and mess fee for three months. However, no refund shall be made if the withdrawal is made after 30 days of the commencement of classes.
11. All refunds shall be only to the bank account of the student/parent as per the bank details furnished and shall normally be made within one month from the date of approval of the cancellation/withdrawal.
12. Reason/s for cancellation of admission/withdrawal will never be a factor of consideration for determining the amount of refund.
13. Any Court Proceeding relating to the refund of the fee, irrespective of the domicile of the student, shall be subject to the exclusive jurisdiction of the Courts at Indore, Madhya Pradesh.
14. The decision of the signing authority shall be final and binding on all concerned regarding the cancellation of admission and the refund of academic fees and hostel fees.

Approved by

Vice Chancellor

Prestige Institute of Management and Research
(Deemed to be University), Indore
Dr. S.S. Bhakar
Vice Chancellor
Prestige Institute of Management & Research, Indore
(Deemed to be University)