(Recognised by UGC 2(f) status and Established under Government of Maharashtra Act No. Mah. III of 2015)

Ref No: ADYPU/RO/AdmFeeRefund/2026/ 1411 29th June 2026

NOTIFICATION

Subject — Fees Refund Policy A.Y. 2026-27

As per the circular received from University Grant Commission (UGC), it is hereby notified for information of all concerned that the Ajeenkya DY Patil University (ADYPU), Pune has published the Fees Refund Policy on Cancellation of Admission for your information and perusal.

The guidelines of Fees Refund Policy on Cancellation of Admission are as listed below:

1. Applicability and Enforcement
2. Procedure for Cancellation / Withdrawal of Admission
    a. Rules for Refund of Academic Fees
    b. Provisional Admission cancellation
    c. Refund of fees in other cases
    d. Transfer of fees in case of transfer to admission to another school
    e. Non- refundable fees

The policy will come into force with immediate effect.

Dr. Sudhakar Shinde
Registrar

AJEENKYA D Y PATIL UNIVERSITY * PUNE *

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POLICY FOR REFUND OF ACADEMIC FEES ON CANCELLATION OF ADMISSION

1. APPLICABILITY AND ENFORCEMENT:

a. The Policy is applicable to all Undergraduate and Postgraduate Programs offered by Ajeenkya DY Patil University, Pune.

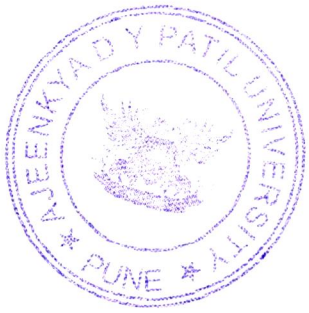
b. The Policy will be effective for the Academic Year 2026-27 and shall have regulatory force on extent as well as future grievances over issues and matters covered herein.

c. The Fees charged are for the full Academic Year and are to be paid at the beginning of the Academic Year.

d. The Cut-off dates for admission will be notified by university separately by circular.

2. PROCEDURE FOR CANCELLATION / WITHDRAWAL OF ADMISSION:

a. A student shall apply for cancellation of admission in the prescribed format **(attached as Annexure I)** to the University within the stipulated time frame.
b. The University after following due procedure will cancel the admission of the applicant and shall refund the in accordance with Refund Policy to the student within stipulated time from the date of his / her receipt of written application in prescribed format.
c. Along with the application, students are required to submit a copy of the fee receipt & copy of the cancelled cheque or bank account details from which the fees have been deposited.
d. The refund shall be given only if the student has submitted an application for refund in the prescribed format failing which refund cannot be given.



RULES FOR REFUND OF ACADEMIC FEES:

Category	% of refund of fees	Point of time when Student applies for withdrawal/cancellation of admission
I	100%	If students cancel the admission before 15th September 2026 - After deducting Processing Fee of Rs. 2,000/- balance fees will be refunded.
II	90%	If students cancel the admission between 15th September 2026 to 30th September 2026. After deducting 10% of total academic fees + Processing Fee of Rs. 2,000/- balance fees will be refunded.
III	80%	If students cancel the admission between 01st October 2026 to 15th October 2026. After deducting 20% of total academic fees + Processing Fee of Rs. 2,000/- balance fees will be refunded.
IV	50%	If students cancel the admission between 15th October 2026 to 31st October 2026. After deducting 50% of total academic fees + Processing Fee of Rs. 2,000/- balance fees will be refunded.
V	0%	If students cancel the admission after 31st October 2026. No fees will be refunded and the student has to pay full academic year fees.

* Subject to modification in accordance with guidelines received from the UGC.

The fees chargeable are for the full Academic Year.
For the convenience of the students, the payment of fees is permitted in two instalments.

Notes

1. The Cut-off dates for admission will be as notified separately every year by Ajeenkya D Y Patil University as per directives of University Grant commission.
2. Admission after the last date will be treated as late admissions and the refund policy mentioned in the above table will not be applicable for such students. The entire amount of first year fees would be non-refundable in such cases.
3. Last date of admission may be changed / extended as per guidelines of UGC /governing authorities.
4. All days are inclusive in calculation.

5. If a student does not attend the odd/even semester and requests a refund of the first or second installment fees, or the total academic fees, no refund will be granted for whatsoever reason. Additionally, the student will be required to pay the entire amount of the total academic fees in full for continuing academic fees.



PROVISIONAL ADMISSION CANCELLATION:

In case a student applies for withdrawal or cancellation of his/her Provisional Admission, the fee remitted shall be refunded after deduction of Processing Charges of ₹2,000/- (Rupees Two Thousand only).

REFUND OF FEES IN OTHER CASES

a. In case, the admission of student is cancelled on account of disciplinary action or violation of Anti-Ragging Regulations, Substance Abuse, or breach of the Code of Conduct or any other Rules & Regulations of the University, No Refund of fees is permissible.
b. In case, the admission of a student is canceled/terminated on account of non-fulfilment of eligibility criteria, with deduction of Rs. 2000 as administrative charges full refund to be given.
c. In any other case which is not covered in these rules, the decision taken by the competent authority of the University would be final and binding.

TRANSFER OF FEES IN CASE OF TRANSFER OF ADMISSION TO ANOTHER SCHOOL:-

1. In case the student applies for transfer of admission from one School of ADYPU to another School of ADYPU, the transfer application shall be processed and if approved by the University, the transfer of fees shall be as under:

a. If the student applies for transfer of admission to another school of the University before the commencement of the Program, then 100% of fees shall be transferred to the other school. However, applicable administrative charges would be charged. In case, the program fees are different, then the student will have to pay the differential amount in the fees.

b. If the student applies for transfer of admission to another School of the University, after commencement of the Program, then the proportionate amount of academic fee shall be deducted and remaining amount after deductions shall be transferred to the other School.

2. If the student applies for transfer of admission to another School of the University and his/her transfer is approved by the University then the first School from where the student has been transferred will hand over certificates/ documents to the student, to enable him/ her to submit the documents /certificates in the other School.

NON- REFUNDABLE FEES :-

- Application form fee
- Entrance Test Fees

Annexure-1

Application for Cancellation of Admission for the Academic Year_____

Application No or URN: _____

The Registrar
Ajeenkya D Y Patil University,
DY Patil Knowledge City,
Charoli Bk.via Lohegaon,
District Pune - 411081
Maharashtra, India

Respected Sir/ Madam,

I have enrolled at Ajeenkya DY Patil University in the School of _____ for the Program _____.

I wish to cancel my admission. Details of my admission and reason for cancellation are as under: -

Name of student: _____

Reason for cancellation: _____

Program Name: _____

Year & Semester:- _____

Date of Submission for cancellation : - _____

Address for Communication: _____

_____

Enclosure : - 1) Receipt of the fees paid
2) For refund cancellation cheque copy/ bank account details.
3) ID Card.



Admission Cancellation Approval Form

Admissions Head	
Name	_____
Remarks	_____
Date	_____
Signature	_____

Academic Coordinator	
Name of Academic Coordinator	_____
Identity Card Received	☐ Yes ☐ No ☐ N.A.
Date	_____
Signature	_____

Dean of the School	
Name	_____
Admission Cancellation	☐ Recommended ☐ Not Recommended
Date	_____
Signature	_____

Manager – IT & Infrastructure Services (For Regular Students)	
Name of Manager	_____
Email ID Deactivation	☐ Yes ☐ No ☐ N.A.
Date	_____
Signature	_____

For Office Use Only (Accounts / Finance Team)	
Refund Request Received On	_____
Total Fee of Program	_____
Scholarship	_____
Fees Paid	_____
Balance Fees / Outstanding Fees	_____
Refund Status	☐ Refundable ☐ Non-Refundable
Date	_____
Accountant	_____
Chief Finance & Accounts Officer	_____

AJEENKYA D Y PATIL UNIVERSITY ★ PUNE ★

Beneficiary Bank Details	
Name of Beneficiary	_____
Bank A/C No.	_____
Type of Account	_____
IFSC Code	_____
Name of Bank / Branch	_____

For Registrar Office Only	
Admission Cancellation Recommendation	☐ Forwarded ☐ Not Forwarded
Fee Refund Recommendation	☐ Forwarded ☐ Not Forwarded
Date	_____
Registrar	_____

Eligibility Officer

I request you to cancel my admission and issue original 'Transfer/ Leaving Certificate and Migration Certificate'. I have read the Cancellation and Refund policy of ADYPU carefully and understand the rules regarding the same. I request you to return the original documents submitted by me, if any.

Name :

ERP Deactivation: Yes/ No _____
Originals Documents Issued: Yes/ No _____
Date:
Signature:
Remarks:

Section Officer, Students Services Division

Issued Leaving Certificate in original along with following documents on dated: _____

Name of the Section Officer: _____

Date:
Signature:
Document handed over: TC/ Migration/ MOI

Instructions:

1. Students will have to send an admission cancellation request to the following email id admissioncancellation2026@adypu.edu.in and he/her has to cancel his / her admission by making a written application (prescribed format) to the Registrar, Ajeenkya D Y Patil University.

Cases of cancellation of admission and refund of program fee shall be governed by the following rules.

a. Admission after the last date will be treated as late admissions and the refund will not be applicable to such students.

Category	% of refund of fees	Point of time when Student applies for withdrawal/cancellation of admission
I	100%	If students cancel the admission before 15th September 2026 - After deducting Processing Fee of Rs. 2,000/- balance fees will be refunded.
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- Any student, whose admission is provisional and fails to submit the required documents within prescribed time limit, his / her admission will stand cancelled, and no refund of fees paid claim will be admissible.
- Subsequent to the cancellation of admission, with the approval of Vice-Chancellor, the original "Leaving Certificate' may be issued on the next working day from the date of receipt of application for cancellation of admission.
- Process for refund of fees paid requires minimum 15 working days.

AJEENKYA D Y PATIL UNIVERSITY