

Jindal Global University
Fee Refund Policy for Academic Year 2019-20
All Undergraduate Programmes

In accordance with the new ‘UGC Notification on Refund of Fees and Non-Retention of Certificates’ (October 2018) as applicable for Academic Year 2018-19, all the students seeking admission to programmes at the University must take note of the following:

1. This policy applies to all Undergraduate programmes in the following schools: Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH), Jindal School of Journalism and Communication (JSJC), Jindal School of Art and Architecture (JSAA) and, Jindal School of Banking and Finance (JSBF).
2. This policy does not apply to any programme at the Jindal Global Law School. It also does not apply to the postgraduate programmes.
3. The formally notified last date of admission to these programmes in these schools is **8 July 2019** [End of Admissions Period #8].
4. Applicants may still be accepted to a programme in later admissions periods if seats are available or become available.
5. The Refund of Registration Fee deposited by Students shall be done strictly as per UGC Notification which provides a five-tier system for refund of fees as follows:

Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is served to the University	Deadline for Submission of Request
100%**	15 days or more before the formally-notified last date of admission	23 June 2019
90%	Less than 15 days before the formally-notified last date of admission	8 July 2019
80%	15 days or less after the formally notified last date of admission	23 July 2019
50%	30 days or less, but more than 15 days after formally-notified last date of admission	8 August 2019
00%	More than 30 days after formally notified last date of admission	After 8 August 2019

*Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit

** In this case, the University will deduct 5% of the total as a processing fee not to exceed more than Rs. 5000/-

6. All initial request for refunds must be received by the Office of Admissions and Outreach no later than 5pm on the last deadline in each tier to be processed within that tier.
7. To apply for a refund, candidates must send a notification to refunds@jgu.edu.in to receive the refund application form and instructions. Please include your name, programme, and application number in all communications. Failure to follow the instructions closely and submit the completed refund application form will result in the refund being delayed.
8. Applications for refund must be sent to refunds@jgu.edu.in within one week of being received by the applicant.
9. Applicants for refunds may undergo an exit interview with a member of the Admissions and Outreach staff prior to their application being processed. This interview is primarily for informational purposes and will in no way impact the status of the refund request unless the applicant rescinds the refund request themselves.
10. From the receipt of the completed refund application form, all refund requests will take at least 15 days to process.
11. Any grievance regarding this policy must be sent to the following individuals

JSIA, JSJP, JSLH, JSJC, and JSAA	Ms. Nandini Uchil Head of Undergraduate Admissions (nuchil@jgu.edu.in)
JGBS and JSBF	Mr. Vikram Tomar Singh Head of Business and Finance Admissions (vtsingh@jgu.edu.in)