



## **Cancellation and Refund Policy – July 2026**

**(For Certificate, Diploma, BBA, B.Com & MBA Online programs)**

1. The Registration fee of Rs. 1200/- is non-refundable.
2. Candidate opt for Registration / Admission Cancellation deduction applicable will be
  - a. If document is not processed/checked – 800/-
  - b. If document is processed/checked - 2500/-
3. Find below the Refund rules applicable as defined by the University (in line with UGC fee refund policy):

S.No.	Percentage of Refund of Aggregate fees	Point of time when notice of withdrawal of admission is served to HEI
1	100% *	15 days or more before the formally-notified last date of admission
2	90%	Less than 15 days before the formally-notified last date of admission
3	80%	15 days or less after the formally notified last date of admission.
4	50%	30 days or less, but more than 15 days, after formally notified last of admission
5	0%	More than 30 days after formally notified last date of admission.

\* In case of (1) in the table above, the deduction will be 5% of the fees paid as processing charges from the refundable amount, subject to a maximum of Rs. 5,000/-.

4. The refundable amount calculation will be done on the basis of Admission dates as announced by the University on its website and updated time to time.
5. In case candidate avails Loan facility, all charges imposed by the loan provider till the approval of cancellation shall be the sole responsibility of the candidate. NCDOE shall not be liable for such charges.
6. The amount will be refunded via NEFT or will be transferred to the same account from which the payment was made, as mentioned by the candidate in the Registration / Admission Cancellation Form.
7. Late fees if paid will not be refunded.