



St. Xavier's College Jaipur

Admission Withdrawal and Refund Policy



2025-26

1. Admission cancellation and refunds are based on UGC Guidelines.
2. Any student admitted to any of the Courses offered by the College/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 form for Cancellation/Withdrawal must be made in the prescribed form (Annexure 1) duly signed by the student and the parent.
4. Student seeking cancellation of admission shall be eligible for refund of Academic Fee at the specified rates as detailed in the table herein below:

Category	Point of time when notice of withdrawal of admission is received	Percentage of Refund
1	15 days or more before the formally notified commencement of classes. Processing fee of Rs.1000/- will be deducted.	100% of Course fee
2	Less than 15 days before the formally notified commencement of classes.	90% of Course Fee
3	15 days or less after the formally notified commencement of classes.	80% of Course fee
4	30 days or less but more than 15 days after the formally notified commencement of classes.	50% of Course fee
5	More than 30 days after the formally notified commencement of classes.	00% of Course fee

5. If a student withdraws from the course at any point of time after 30 days of commencement of classes in the Academic Session, he/she is liable to pay the full academic fee for the year.
6. All refunds shall be only to the bank account of the student/parent as per the NEFT details furnished and shall be made within 15 working days from the date of approval of the cancellation/withdrawal.
7. Reason/s for cancellation of admission/withdrawal will never be a factor of consideration for determining the amount of refund though the principal may at his discretion approve refund for higher amounts depending on circumstances leading to such cancellation/withdrawal.
8. The final decision regarding the withdrawal and refund vests solely with the college management.
9. Any Court Proceeding relating to Refund of Fee irrespective of the domicile of the student shall be only in the jurisdiction of Jaipur.