



## **T.J.SENGINEERINGCOLLEGE**

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.  
Accredited by NAAC / ISO 9001:2015 Certified  
Institution TJS Nagar, Peruvoyal, Near Kavaraipettai, Gummidipoondi Taluk,  
Thiruvallur District - 601206.  
Ph: 04427967600, E-mail: tjsivanandam@gmail.com, Web: www.tjsec.in



### **FEES REFUND POLICY**

The T.J.S ENGINEERING COLLEGE Fee Refund Policy for freshers is based on UGC Guidelines.

#### **Refund Policy:**

- a. Any student admitted to any of the programmes offered by the College may apply for a refund at the time of discontinuing from his/her studies at any time or middle during the academic year of admission or later.
- b. Application form for refund must be made in the prescribed format duly signed by the student and the parent.
- c. Application for refund may be made either by applying along with the duly filled and signed prescribed format in person by the student or his/her authorized representative.

#### **Refund Procedure:**

The refund money will be transferred to the bank account as per the cancelled cheque leaf submitted at the time of counseling /admission or discontinued in the middle.

#### **The refund of money will be affected only by RTGS/NEFT.**

The paperwork for refund will be initiated ONLY on the date of receipt of the following documents :

- All copy of receipts towards the payment of tuition fees
- Counselling Call Letter
- Provisional Allotment Letter (PAL)
- Cheque leaf (cancelled) of the bank to which the transfer of money is to be enclosed along with the application .
- Money will not be refunded to the business accounts. The money will be refunded after receipt of parent or student account details (cancelled cheque leaf) along with concerned letter by the student or parent.
- T.J.S ENGINEERING COLLEGE will not be responsible for the change/misrepresentation of account information as received and confirmed by the student/authorized representative of the student.

If all documents for refund are received from the parent or student the money will be refunded after scrutiny of accounts section within 30 days of time .



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**Kindly note that it is the sole responsibility of the candidate to submit all required documents for the timely processing of the refund.**

## REFUND OF TUITION FEES TIMELINES

**Last date of admission: [To be notified]**

Sl.No	Percentage of Refund of Tuition Fees only	Point of time when notice of withdrawal of Admission is received in the HEI
1	100%*	Less than 15 days before the last date of admission
2	90%	More than 15 days less than 20 Days before the last date of admission
3	80%	More than 20 Days after the last date of admission
4	50%	Upto 30 days but more than 20 days, after the last Date of admission
5	00%	More than 30 days after being admission completed and formally notified

### Note:

- The last date of admission for the academic year shall be notified by the university or as per UGC notification.
- \*In case of (1) in the table above, the College shall deduct an amount of Rs.10,000/- as admission fees.
- Fees shall be refunded by the College to an eligible student within thirty working days from the date of receiving a written application from him/her in this regard.

### Refund of Hostel Room Rent:

- Hostel Room Facility for one full year-Non-Refundable: Once the student completes Enrolment and classes commence, the Hostel Room Rent is non-refundable even if the student does not use the Hostel Premises for a single day.



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### **Refund of Mess Fee:**

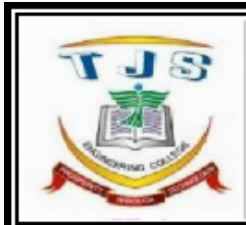
- Mess Facility for one full year-Non-Refundable—Once the Hostel room allotment is completed, the hostel mess fee is non-refundable.
- No Mess fees will be refundable to the Day scholar student during the academic year at the time of discontinued his/her studies.

### **Refund of Transport:**

- Transport facility for one full year- Non-Refundable: Once the fee for utilising the transport facility is paid, the transport fee is non-refundable, even if the student does not use the transport facility for a single day.
- For UG Final-year students who opt for an internship, the transport fee shall be charged semester-wise.

### **Some other important points**

- Refunds shall be done online through bank transfer after verifying the application or documents and after completion of the dues process.
- No interest shall be payable on the refund of any fees.
- T.J.S ENGINEERING COLLEGE reserves all rights to modify and amend the Fee Refund Policy.



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## ANNEXURE – A

### FORM 101 APPLICATION FOR WITHDRAWAL AND FEE REFUND

S.NO	DESCRIPTION										
1	APPLICATION NO (As in Provisional Allotment Order)										
2	NAME OF THE CANDIDATE										
3	NAME OF THE PARENT										
4	BRANCH CHOSEN DURING COUNSELLING										
5	REASON FOR WITHDRAWAL										
6	DETAILS OF FEES PAID TO COLLEGE	<table border="1"> <thead> <tr> <th>DD/CHEQUE NO</th> <th>DD/CHEQUE DATE</th> <th>DD/CHEQUE AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	DD/CHEQUE NO	DD/CHEQUE DATE	DD/CHEQUE AMOUNT						
DD/CHEQUE NO	DD/CHEQUE DATE	DD/CHEQUE AMOUNT									
7	FEE PAID DETAILS – ONLINE	<u>TRANSACTION ID NO AND DATE</u>									

#### MODE OF REFUND

8	IF RTGS / NEFT (Please Specify in the following details)	
	BANK DETAILS : RTGS / NEFT	
	NAME OF THE BENEFICIARY	
	ACCOUNT NUMBER	
	NATURE OF ACCOUNT	<input type="checkbox"/> SAVING ACCOUNT <input type="checkbox"/> CURRENT ACCOUNT
	IFSC CODE	
	NAME OF THE BANK	
	NAME OF THE BRANCH (PLACE)	
	BANK ADDRESS	
9	ENCLOSURE CHECK LIST	1. ORIGINAL PROVISIONAL ALLOTMENT ORDER 2. ORIGINAL FEES PAID RECEIPT / ONLINE RECEIPTS

Please Provide any one of the following documents for RTGS / NEFT

Cancelled Cheque leaf / Bank Passbook Front Page.

Bank Certificate informing the above mentioned details.

YES I gone through refund Policy thoroughly and I accepted it.

Date:

Signature of the Student / Parent

Place:

Contact No: