



VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

An ISO 9001:2015 Certified Institute, Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: vijayatechfw@gmail.com Website: www.vitw.edu.in

College Code: NP, Enikepadu, Vijayawada-521108



Date: 25/06/2024

FEE REFUND POLICY 2024-25

In Compliance with UGC (Redressal of Grievances of Students) Regulations, 2023

Vijaya Institute of Technology for Women (VITW) considers the request for cancellation of admission/withdrawal if the request is made in line with the following:

If the student chooses to withdraw from the program in which he/she is enrolled, the refund of the paid fees will be made as per the following UGC guidelines:

a. Notwithstanding anything contained in any guidelines/ prospectus/ notification/schedule, a full refund of fees shall be made by the Vijaya Institute of Technology for Women (VITW) on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.

b. For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply as given below:

Category	Percentage of Refund of Fee	Point of time when notice of withdrawal of admission is received in the 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 the last date of admission
5	0%	More than 30 days AFTER formally notified last date of admission

The VITW is in 100% compliance with the above fee refund policy.

Attested
Thakur
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