



"Empowerment through quality technical education"
Dr D Y Patil Educational Enterprises Charitable Trust's

AJEENKYA

DY PATIL SCHOOL OF ENGINEERING

(Formerly known as DY Patil School of Engineering)

(Approved by AICTE, Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

(Accredited by NAAC, NABL & ISO 9001:2015 & 21001:2018 Certified Institute)

AICTE ID - 1-3847411

AISHE Code: C-46648

DTE Code: EN6732

SPPU PUN Code: CEGP015720

Fee Refund and Cancellation of Admission Policy

Ajeenkya DY Patil School of Engineering (ADYPSOE), Pune

Ajeenkya DY Patil School of Engineering follows a transparent, student-friendly, and regulatory-compliant policy regarding cancellation of admission, refund of fees, and return of original documents, in accordance with the guidelines issued by the Competent Authority and statutory bodies.

1. Cancellation of Admission

- 1.1 A candidate seeking cancellation of admission shall apply **online through the DTE admission portal** or shall apply offline to the institute office with prescribed Admission Cancellation form.
- 1.2 For First year or Direct Second Year Once the candidate submits the **online request for cancellation, through the DTE admission portal** the admission shall be treated as **cancelled with immediate effect**, irrespective of whether the candidate submits a signed hard copy of the system-generated cancellation application to the Institute.
- 1.3 Upon cancellation, the candidate **loses all claims on the allotted seat**, and the seat shall become available for further allotment as per the admission process.

2. Refund of Fees

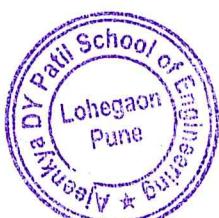
- 2.1 **Cancellation on or before the last date for full fee refund**
If a candidate cancels admission **on or before the last date specified by the Competent Authority for full fee refund**, the Institute shall:

- Refund **100% of the fees paid**,
- After deduction of **₹1,000 (Rupees One Thousand only)** towards processing charges.

- 2.2 **Cancellation after the last date for full fee refund**

If the candidate cancels admission **after the cutoff date**:

- The candidate shall **not be entitled to any refund of tuition or other fees**,
- Only the **Security Deposit and Caution Money Deposit**, if any, shall be refunded.



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2.3 The **online cancellation link** shall be deactivated after the cutoff date. In such cases, the candidate must submit a **written application for cancellation** directly to the Institute.

3. Return of Original Documents

3.1 The Institute shall **return all original documents** submitted by the candidate **within two working days** from the date of submission of the duly signed system-generated cancellation application.

3.2 Under no circumstances shall the Institute:

- Withhold original certificates, degree, diploma, or any other academic documents,
- Use retention of documents as a means to compel the student to pay fees for any course or programme the student does not intend to pursue.

4. No Recovery of Fees for Subsequent Years

4.1 The Institute shall **not demand or recover fees for subsequent academic years** from any student who seeks cancellation of admission at any point during the course.

5. General Provisions

- All refunds shall be processed through **online/bank transfer** to the account provided by the candidate.
- Refunds shall be made within the timeframe prescribed by the Competent Authority.
- This policy is applicable to **all UG and PG programmes** offered by Ajeenkyा DY Patil School of Engineering.
- In case of any dispute, the decision of the **Competent Authority / Regulatory Body** shall be final and binding.



Principal

Ajeenkyा DY Patil School of Engineeरings

