



"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)

AICTE ID - 1-3847411

AISHE Code: C-46648

DTE Code: EN6732

SPPU PUN Code: CEGP015720

(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)

### 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.

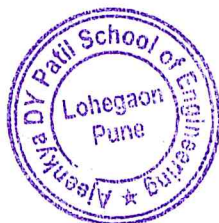
##### 2. Refund of Fees

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 Ajeenkya DY Patil School of Engineering.
- In case of any dispute, the decision of the **Competent Authority / Regulatory Body** shall be final and binding.

  
Principal

**Ajeenkya DY Patil School of Engineerings**

