



KANNUR UNIVERSITY

Application for refunding of programme fee to the students who discontinue the programme before and after the date of closing of admission.

1.	Name of Student In English/BLOCK LETTERS)	
2.	Address (with Mobile No. & E-mail ID)	
3.	Name of Programme	
4.	Date of issuing T.C	
5.	Purpose of Discontinuation	
6.	Date of Closing of Admission	
7.	Amount Claimed	
8.	Chalan No. & Date(Copy of chalan should be submitted with the application)	
9.	Bank Account details to which refund to be done - Account Holder Name, Account Number, IFSC Code (Copy of Bank pass book should be submitted with the application)	
10.	Remarks if any	
11.	Signature of the Student	
12.	Recommendation of the Head of the Department/Course Director /Assistant Director with Signature and seal	

Place:

Date:

Sl.No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is served to University Departments/Centres
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%	days or less, but more than 15 days, after formally- notified last date of admission
5.	0%	More than 30 days after formally -notified last date of admission

In case of (1) in the table pre-page, the university shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs.5,000/- as processing charges from the refundable amount.

