



Centre for Distance and Online Education

Course Cancellation Form- Online Program

Date	
SID NO/Admission No	
Name of the Student	
Father Name	
Course	
E mail id	
Mobile No	
Academic Session	
Month & Year of Admission	
Fee Paid	
Payment Mode	
Transaction No/Reference/UTR	
Date of Payment	
Payer Name (Enclose the Payment slip)	
Date of cancellation	
REFUND PROCEDURE	
Name of the Account	
Account No of the student	
IFSC CODE	
Name of the Bank	
BANK Branch Address	

Date :

Signature of the Student

Place:

REFUND NORMS FOR ALL THE ONLINE DEGREE PROGRAMMES

UGC DEB Cancellation policy

- 100% refund for withdrawal requests made 15 days or more before the last date of admission.
- 90% refund for requests made less than 15 days before the last date.
- 80% refund for requests made 15 days or less after the last date.
- 50% refund for requests made 30 days or less but more than 15 days after the last date.
- No refund for requests made more than 30 days after the last date of admission.
- Processing Fee: A processing fee of up to INR 1000 can be deducted for cancellations before October 31 of a given year.
- Redressal of Grievances: Delayed or denied refunds are considered grievances under the [Redressal of Grievances of Students Regulations, 2023](#).
- Punitive Action: HEIs that do not follow the refund policy may face action based on UGC regulations.

Verification and student responsibilities

- Verify HEI Recognition: Students should check if the HEI and its programs are recognized on the UGC-DEB website before enrolling.
- Generate DEB-ID: Enrollment in ODL/OL programs requires creating an Academic Bank of Credit (ABC) ID through Digilocker and getting a unique DEB-ID.
- Review Regulations: Students should read UGC notifications and guidelines before enrolling.
- Submit Withdrawal Requests Promptly: Withdrawal requests should be sent to the Learner Support Centre.
- Adhere to Refund Process: Students should follow the required process for refunds, which includes submitting a written application and the original fee receipt to the relevant department or Admissions Office.
- Address Grievances: If a refund is delayed or denied, students can file a complaint with the HEI's grievance redressal committee.

Discontinue Status	Refund %
Discontinuing the Programme within 30 Calendar days from the date of admission and without attending Live Classes in any of the courses in the programme.	50%
Discontinuing the Programme beyond 30 Calendar days from the date of admission, with or without attending any Live Classes	0% (No refund)

1. The above-mentioned deductions would be made on total fees paid by the student; provided that the Study material if received by the student must be sent back to the university for processing to be complete.
2. Cancellation and refunds are at the discretion of the university.
3. Only emailed requests of this cancellation form will be accepted for processing. Students are required to send an email on oladmission@bharathuniv.ac.in for raising a request of cancellation.

I have read the cancellation policy and I undertake to abide by the said policy of the university.

Student Signature
