



Sophia College (Autonomous), Ajmer

Affiliated to Maharshi Dayanand Saraswati University, Ajmer

Accredited 'A+' Grade by NAAC & registered under 2(f) & 12(B) of UGC

Website: sophia.college e-mail: office@sophiacollegeajmer.in Phone No.: 0145-2427243

Address: Mirshali, Jaipur Road, Ajmer-305001, Rajasthan (India)

CANCELLATION RULES & FEE REFUND POLICY

(As per the UGC Notification on Fees Refund on Fees vide Circular No. D.O. No.F.2-71/2022

(CPP-II) (C-1 14546) dated 12th June 2024)

[Applicable for all Programs of First Year U.G. / P.G. Previous admissions only]

S. No.	Percentage of Refund of Admission Fees	Deduction of Processing Charges applicable on annual fee (Irrespective of deposited amount)	Point of time when notice of withdrawal of admission is served
1	93%	1000/-	15 days or more before (Not more than 30 days Prior to) the formally notified last date of admission
2	90%	10%	Less than 15 days before the formally notified last date of admission
3	80%	20%	15 days or less after the formally notified last date of admission
4	50%	50%	30 days or less but more than 15 days, after the formally notified last date of admission
5	0%	100%	More than 30 days after the formally notified last date of admission

NOTE:

1. Application Form Fees are not refundable.
2. No fees will be refunded if the application for cancellation is received more than 30 days after the formally notified last date of admission.
3. The refund of fees process takes 7 working days after the completed cancellation application, duly signed by the student and parent, is submitted to the Principal's Office. Mail based/verbal cancellation will not be processed

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PRINCIPAL
SOPHIA COLLEGE
(AUTONOMOUS)
AJMER