REFUND POLICY

The University Grants Commission has issued a Notification on Refund of Fees and Non-Retention of Original Certificates effective from October 2018 ("UGC Notification").

- The formally notified last date of admission to all the programs of Kautilya, for the intake in Academic Year 2024-25 is 15th July 2024.
- The Refund of Aggregate Fees deposited by candidates shall be done strictly as per the UGC Notification of 2018 which provides a five-tier system for the refund of fees as follows:
- To apply for a refund, candidates must send a request to admissions@Kautilya.edu.in Once registered and/or started attending the classes, no refund shall be considered.

 Helpline: admissions@kautilya.org.in

Sr.No.	The date on which notice of withdrawal is received	Point of time when notice of withdrawal of admission is served to the University	Percentage of Refund Aggregate Fee*
1.	On or before 15th July 2024	More than 15 days before the formally notified last date of admission	100%
2.	Between 15th July 2024 and 30th July 2024	Less than 15 days before formally notified last the of date admission	90%
3.	Between 01st August 2024 and 13th August 2024	Less than 15 days after being formally notified of the last date of admission	80%
4.	Between 14th August 2024 and 29th August 2024	More than 15 days but less than 30 days after formally notified of the last date of admission	50%
5.	On or after 29th August 2024	More than 30 days after being formally notified of the last date of admission	0% (No Refund)

*Aggregate Fee includes Programme fees and non-tuition fees and does not include caution money and security deposit. Caution money and security deposit will be refunded in full irrespective of the date on which notice of withdrawal is received. Program fees refer to the charges towards the tuition of the

respective program and non-tuition fees refer to the charges towards Resource Fees, exam fees, and Alumni Charges.

*Subject to a deduction of Indian Rupees (INR) 1000 towards processing charges from the refundable amount. Also, there will be no refund for the application fee, once paid.

Exception Handling

In exceptional circumstances, Kautilya may admit students after the formally notified last date of admission. In such cases, the Refund policy will stay the same as the table aforementioned, where the formally notified last date of admission for such students shall be the individual date on which they have been admitted. This date will be considered in the column titled "Point of time when notice of withdrawal of admission is served to the University".

Procedure for Seeking a Refund

- All initial requests for refunds must be received by the Office of Admissions and Outreach no later than 5 p.m. on the last deadline in each tier to be processed within that tier.
- To apply for a refund, candidates must send a request to admission@Kautilya.edu.in This request will be treated as a notice of withdrawal and the quantum of refund will be calculated as per the table above. Please include your name, program name, application number, and contact number in all communications.
- Candidates will then receive a refund application form and further instructions. Failure to follow the instructions closely and submit the completed refund application form will result in the refund being delayed.
- The duly completed refund application form must be sent to admission@Kautilya.edu.in within 7 (seven) working days of being received by the applicant.
- Applicants for refunds may undergo an exit interview with a member of the Admissions and Outreach staff/faculty prior to their application being processed. This interview is primarily for informational purposes and will in no way impact the status of the refund request unless the applicant rescinds the refund request themselves.
- From the receipt of the completed refund application form, all refund requests will take at least 30 (Thirty) working days to process.
- Any grievance regarding refunds under this policy must be sent to 'Admissions Office' on admissions@kautilya.org.in

Contact

If you wish to raise any queries or concerns about this privacy policy please contact the Admissions Office by email at admissions@kautilya.org.in or by post at Kautilya School of Public Policy, GITAM (Deemed To Be University), Rudraram Village, Hyderabad, Telangana. PIN CODE: 502329

Google Maps Navigation: https://goo.gl/maps/1qK8jywBGcfTvJvb8

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