



# OFFICE OF THE PRINCIPAL

## CHAITANYA SCIENCE AND ARTS COLLEGE

PAMGARH, DISTT.- JANJGIR CHAMPA (C.G.) 495554



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Ref : 1769/F/25

Date : 22-02-2025

### Undertaking

### Fee Refund Policy

Chaitanya Science and Arts College, Pamgarh, follows the Fee Refund Policy duly approved by the Governing Body. The refund process will be carried out in accordance with the following guidelines:

Category	Percentage of Refund of Fees	Point of Time When Notice of Withdrawal of Admission is Received in the HEI
1	100%	15 days or more <b>before</b> the formally notified last date of admission
2	90%	Less than 15 days <b>before</b> the formally notified last date of admission
3	80%	15 days or less <b>after</b> the formally notified last date of admission
4	50%	30 days or less, but more than 15 days <b>after</b> the formally notified last date of admission
5	0%	More than 30 days <b>after</b> the formally notified last date of admission

The refund process usually takes 7 working days from the date of approval of the application. Students are required to submit a written application along with necessary documents to the college office for processing the refund.

Principal

PRINCIPAL

Chaitanya Science and Arts College,  
Pamgarh, Distt. Janjgir Champa (C.G.)