

## FLAME University Fee Refund Policy On Withdrawal of Admission

*Incoming Class 2020*

- Enrolment Deposit
  - i. Enrollment deposit will be refunded after deducting INR Rs. 5,000/-, provided such a request is received on admission@flame.edu.in before the stated dates in the admission offer letter.
- Program, Lodging, Boarding, and Other Fees
  - i. In the event that an offer of admission is withdrawn or FLAME University is unable to provide the program, all such fees are fully refundable, unless the offer was made on the basis of incorrect or incomplete information supplied by the student.
  - ii. If a student withdraws her/his admission for any reason, fees shall be refunded as below:

a. UG Programs

S.No.	Date of Receipt of Withdrawal Request	Percentage of Refund of Fees*
A	If request for withdrawal is received upto July 15, 2020	100%
B	If request for withdrawal is received after July 15, 2020 but upto July 31, 2020	90%
C	If request for withdrawal is received after July 31, 2020, but upto August 16, 2020	80%
D	If request for withdrawal is received after August 16, 2020 but upto August 31, 2020	50%
E	If request for withdrawal is received after August 31, 2020	00%

*\*In case of (a) in the above table, the entire fee paid shall be refunded after making a deduction of Rs.5,000/- as processing charges.*

Note:

- Refund percentage is exclusive of caution money paid.
- Refund details are subject to the payments made by the prescribed deadlines only.

b. PG Programs

S.No.	Date of Receipt of Withdrawal Request	Percentage of Refund of Fees*
a.	If request for withdrawal is received upto July 15, 2020	100%
b.	If request for withdrawal is received after July 15, 2020 but upto July 31, 2020	90%
c.	If request for withdrawal is received after July 31, 2020, but upto August 16, 2020	80%
d.	If request for withdrawal is received after August 16, 2020 but upto August 31, 2020	50%
e.	If request for withdrawal is received after August 31, 2020	00%

*\*In case of (a) in the above table, the entire fee paid shall be refunded after making a deduction of Rs.5,000/- as processing charges.*

Note:

- Refund percentage is exclusive of caution money paid.
- Refund details are subject to the payments made by the prescribed deadlines only.

- iv. Refund in case of candidates who have been offered scholarship shall also be processed on the basis of aggregate fee, irrespective of the scholarship amount.
- v. A student who fails to meet program progression rules and who is thus not permitted to re-enroll will be eligible for refund of the respective semester program fees, if paid in advance of notification of exclusion.

- vi. In exceptional circumstances, and where acceptable documentary evidence can be provided, a student may be considered for a higher refund than the one mentioned above. Exceptional circumstances include illness or disability, death of the student or a close family member (parent, sibling, spouse or child), or a natural calamity.
- vii. No refund request shall be admissible in case the admission is cancelled/withdrawn due to non- fulfilment of the minimum eligibility requirement or non-submission of mandatory documents by the prescribed last date or if the admission has been secured on the basis of fictitious information and/or forged documents.
- viii. In case the admissions committee decides to host additional admission cycles, the last date for withdrawals stated above and/or amounts/percentage of deduction on withdrawal may be adjusted accordingly.