

## FLAME University Fee Refund Policy on Withdrawal of Admission

*Incoming class 2023*

- Enrolment Deposit
  - i) Enrolment deposit will be refunded after deducting INR 5,000/-, provided such a request is received on [admission@flame.edu.in](mailto: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  - i) In the event that an offer of admission is withdrawn or FLAME University is unable to provide the program, all such fees are fully refundable, unless the offer was made on the basis of incorrect or incomplete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 his/her admission for any reason, fees shall be refunded as below:

S.No.	Date of Withdrawal Request	Percentage of Refund of Fees *
a.	If a request for withdrawal is received upto July 15, 2023	100%
b.	If a request for withdrawal is received after July 15, 2023, but up to July 31, 2023	90%
c.	If a request for withdrawal is received after July 31, 2023, but up to August 15, 2023	80 %
d.	If a request for withdrawal is received after August 15, 2023, but up to August 31, 2023	50 %
e.	If a request for withdrawal is received after August 31, 2023	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.*

Notes:

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

- iv) 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.
- v) 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 natural calamity.
- vi) No refund request shall be admissible in case the admission is cancelled/withdrawn due to non-fulfillment of the minimum eligibility requirement or non-submission of mandatory documents by the prescribed last date or if the admission has been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.
- vii) In case the admission committee decides to host additional admission cycle, the last date for withdrawals stated above and/or amounts/percentage of deduction on withdrawal may be adjusted accordingly.