

## NATIONAL LAW UNIVERSITY ODISHA (REFUND OF FEES ON WITHDRAWAL) RULES, 2022

(Based on the UGC Notification vide No. 5437737 of October, 2018)

- i. If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution shall follow the following five-tier system for the refund of fees\* remitted by the student.

Sl. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received by the University#
A	B	C
1	100%	15 days or more before the formally notified last date of admission.
2	90%	Less than 15 days before the formally notified last date of admission.
3	80%	15 days or less after the formally notified last date of admission.
4	50%	30 days or less, but more than 15 days after formally notified last date of admission.
5	00%	More than 30 days after formally notified last date of admission.

### NOTE:

**\*Caution money and security deposits, which are not part of the fees chargeable, shall be refunded in full.**

**# The term 'University' in this document denotes "National Law University Odisha, Cuttack"**

- ii. In case of (1) in the table above, the University# shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.
- iii. The University is collecting Semester-wise Fees and the aforesaid deductions will be carried out on Total Fees (annual Fees).
- iv. Any student who withdraws from the course as mentioned in Sl. No. 5 (refer table above) and thereafter, will be required to remit to the University, in addition to the amount already forfeited, the remaining fees payable for the Year.
- v. To apply for withdrawal, a candidate need to submit an application physically in the Office of the Registrar and in case the student has not joined the University in-person, then he/she can send an email to the admissions email id requesting for refund on withdrawal of candidature of self.
- vi. The request of refund on withdrawal of candidature must be received by the University authority no later than 5:00pm on the last deadline in each tier to be processed within that tier (as defined in Column C in above table).

Sd/-  
Registrar