

**PROCEEDINGS OF THE DIRECTOR OF ACADEMICS AND RESEARCH
KERALA VETERINARY AND ANIMAL SCIENCES UNIVERSITY
Pookode, Wayanad – 673576**

(Abstract)

KVASU – DAR- Refund of fees to the students seeking withdrawal from various programmes of the University- Fine/Liquidation damage to impose the students who withdraw the programmes after 30 days from the closure of admission process - Modified- Orders issued.

Directorate of Academics and Research

No. KVASU/DAR/B1/303/2024(5)

Dated, Pookode, 20/07/2024

Read: 1. University Proceedings No. KVASU/DAR/Acad/B1/32272/2019 dated 03.09.2019 and 17.02.2020.
2. Minutes of the 38th Academic Council meeting held on 19.06.2024 (38.D.11).

ORDER

As per reference (1) above, necessary orders have been issued from the University regarding refund of fees to students and imposition of fine/liquidated damages from students who are seeking withdrawal from various programmes of the University.

As per reference (2) above, the matter has been reviewed in the 38th Academic Council of the University and as per the decisions of the Council the orders issued vide reference (1) above have been modified as detailed below.

1. Sanction is hereby accorded to follow the following five tier system for refund of fees remitted by the student, if he/she chooses to withdraw from the enrolled programme of study.

Sl.no	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the Institutions
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.	0%	More than 30 days after the formally notified last date of admission
----	----	---

For B.V.Sc. & AH and B.Tech. programmes, the refund policy as per KEAM prospectus of academic year concerned will be applicable.

2. Sanction is hereby accorded to deduct an amount not more than 5% of the fees paid by the students who are applying for withdrawal before 15 days of the formally notified last date of admission subject to a maximum amount of Rs.5000/- as processing charges from the refundable amount.

3. Sanction is hereby accorded to impose the following fine/liquidated damage after 30 days from the closure of admission process (date of registration).

Sl.No.	Programme	Liquidated damage
1.	PhD programmes	Balance tuition fees or Rs. 75,000/- whichever is less.
2.	M.V.Sc./M.Tech programmes	Balance tuition fees or Rs.50,000/- whichever is less.
3.	M.S/M.Sc. programmes	Balance tuition fees or Rs. 75,000/- whichever is less.
4.	UG Programmes (BSc)	Balance tuition fees or Rs.30,000/- whichever is less.
5.	Diploma programmes (2 year)	Balance tuition fees or Rs.30,000/- whichever is less.
6.	Diploma programmes (1 year)	Balance tuition fees or Rs.10,000/- whichever is less.

For B.V.Sc. & AH and B.Tech. programmes, the liquidated damages mentioned as per KEAM prospectus of academic year concerned will be applicable.

Prof. (Dr.) C. Latha
DIRECTOR (ACADEMICS & RESEARCH)

To :Deans/Special Officers of all constituent colleges

Copy To: Controller of Examinations/PS to VC/PA Registrar