



BITS Pilani



June 30, 2023

### Policy of Refund, and Forfeiture of Fees

The Policy of Refund, and Forfeiture of Fees for the applicants admitted to BITS-RMIT Higher Education Programs (B.E. Civil, B.E. Mechanical, B.E. Electrical and Electronics and B.E. Electronics and Communication) during academic year 2023-2024 is given below.

- a. If a candidate, who is offered admission, accepts the offer by remitting the above fees but withdraws his or her application during **July 19, 2023 (through an online withdrawal process, the details of which will be available on the website in due course of time)**, he or she will forfeit **INR 1000/-** and his/her admission will stand cancelled, and the remaining amount of fee paid by the candidate will be refunded to him/her in due course of time as mentioned under item no. (h).
- b. If a candidate who is offered the admission accepts the offer by remitting the above fees but fails to report at the Institute on **August 07, 2023**, he/she will forfeit **10% of the total fee (viz. admission fee and first-semester tuition fees)**. The remaining fee paid by the candidate will be refunded to him/her in due course of time as mentioned under item no. (h).
- c. If a candidate reports on the specified date, submits original documents, and completes all other admission formalities but subsequently withdraws within **15 days from the reporting date (August 07, 2023), i.e. by August 21, 2023**, he/she will forfeit **20% of the total fees (viz. admission fee and first-semester tuition fees) plus the prorated hostel fee (in proportion to the stay at the Campus) plus actual expenses incurred towards mess and electricity usage**. The remaining fee paid by the candidate will be refunded to him/her in due course of time as mentioned under item no. (h).
- d. If a candidate reports on the specified date, submits original documents but subsequently withdraws within the **16<sup>th</sup> to 30<sup>th</sup> day from the reporting date (August 07, 2023), i.e. during August 22 to September 05, 2023**, he/she will forfeit **50% of the total fees (viz. admission fee and first-semester tuition fees plus the prorated hostel fee (in proportion to the stay at the Campus) plus actual expenses incurred towards mess and electricity usage**. The remaining fee paid by the candidate will be refunded to him/her in due course of time as mentioned under item no. (h).
- e. If a candidate reports on the specified date and submits original documents but subsequently withdraws after **30 days from the reporting date (August 07, 2023), i.e. from September 06, 2023 onwards**, he/she will forfeit **100% of the total fees (viz., admission fee and first-semester tuition fees plus the prorated hostel fee (in proportion to the stay at the Campus) plus actual**

**expenses incurred towards mess and electricity usage. While forfeiting, the fee waiver (if any) given to the candidate will also be included in the total fee). Caution Deposit will be refunded.** The remaining fee paid by the candidate will be refunded to him/her in due course of time as mentioned under item no. (h).

- f. While remitting fees, no candidate can stipulate any conditions such as changing the order of preferences, addition/deletion of preferences, etc. Even if any such conditions are mentioned while remitting fees, these will be ignored, and the fees will be accepted only as per the conditions mentioned in this admission letter.
- g. Candidates in Waiting List cannot apply for withdrawal during different withdrawal windows. If a candidate is left in the Waiting List after the last iteration also, their refund would be processed as per clause (h). Please note that in such case their total deposited fees would be refunded.
- h. All applicable refunds will be completed within **30 working days** from the admissions closing date.

**Please note that**

1. While exercising the provision of withdrawal of your admission and availing refund of your fees, please note that at the time of admission, you are required to submit an undertaking that you have not taken admission in any other Institution and that you will inform BITS Pilani as soon as you receive an offer of admission from another Institute and choose to accept that offer. Please note that it is imperative that you inform the Institute promptly, and withdraw immediately on taking admission in another Institute.
2. Students have to apply online for the withdrawal. Withdrawal requests through email or telephonic modes will not be entertained.

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Academic-Undergraduate Studies

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