



KANNUR UNIVERSITY

Application for refunding of programme fee to the students who discontinue the programme before and after the date of closing of admission.

1	Name of the student (In English/BLOCK LETTERS)	
2	Address (with Mobile no. & E-mail Id)	
3	Name of Programme	
4	Date of issuing T.C	
5	Purpose of discontinuation	
6	Date of closing of admission	
7	Amount Claimed	
8	Chalan No. & date (Copy of chalan should be submitted with the application)	
9	Remarks if any	
10	Signature of the Student	
11	Recommendation of the Head of the Department/Course Director /Assistant Director with Signature and seal	

Place:

Date:

Sl.No.	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is served to University Departments/Centres
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 formally -notified last date of admission

In case of (1) in the table pre-page, 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.