**REFUND POLICY**

**The University Grants Commission issued a Notification on Refund of Fees and Non-Retention of Original Certificates effective October 2018 ("UGC Notification").**

- The formally notified last date of admission to all the programs of Kautilya for the intake in the Academic Year 2025-26 is 15th July 2025.
- The Refund of Aggregate Fees deposited by candidates shall be done strictly as per the UGC Notification of 2018, which provides a five-tier system for the refund of fees as follows:
- To apply for a refund, candidates must send a request to admissions@Kautilya.edu.in. No refund shall be considered once you register and/or start attending the classes.

 **Helpline:** admissions@kautilya.org.in

| Sr.No. | The date on which notice of withdrawal is received | Point of time when notice of withdrawal of admission is served to the University | Percentage of Refund Aggregate Fee* |
|---|---|---|---|
| 1. | On or before 15th July 2025 | More than 15 days before the formally notified last date of admission | 100% |
| 2. | Between 15th July 2025 and 30th July 2025 | Less than 15 days before formally notified last the of date admission | 90% |
| 3. | Between 01st August 2025 and 13th August 2025 | Less than 15 days after being formally notified of the last date of admission | 80% |
| 4. | Between 14th August 2025 and 29th August 2025 | More than 15 days but less than 30 days after formally notified of the last date of admission | 50% |
| 5. | On or after 29th August 2025 | More than 30 days after being formally notified of the last date of admission | 0% (No Refund) |

*Aggregate Fee includes Programme fees and non-tuition fees and does not include caution money and security deposit. Caution money and security deposit will be refunded in full irrespective of the date on which notice of withdrawal is received. Program fees refer to the charges towards the tuition of the respective program and non-tuition fees refer to the charges towards Resource Fees, exam fees, and Alumni Charges.

*Subject to a deduction of Indian Rupees (INR) 1000 towards processing charges from the refundable amount. Also, there will be no refund for the application fee, once paid.

## Exception Handling

In exceptional circumstances, Kautilya may admit students after the formally notified last date of admission. In such cases, the Refund policy will stay the same as the table aforementioned, where the formally notified last date of admission for such students shall be the individual date on which they have been admitted. This date will be considered in the column titled "Point of time when notice of withdrawal of admission is served to the University".

## Procedure for Seeking a Refund

- All initial requests for refunds must be received by the Office of Admissions and Outreach no later than 5 p.m. on the last deadline in each tier to be processed within that tier.
- To apply for a refund, candidates must send a request to admission@Kautilya.edu.in. This request will be treated as a notice of withdrawal, and the quantum of refund will be calculated as per the table above. Please include your name, program name, application number, and contact number in all communications.
- Candidates will then receive a refund application form and further instructions. Failure to follow the instructions closely and submit the completed refund application form will delay the refund.
- The duly completed refund application form must be sent to admission@Kautilya.edu.in within 7 (seven) working days of being received by the applicant.
- Applicants for refunds may undergo an exit interview with Admissions and Outreach staff/faculty member before their application is processed. This interview is primarily for informational purposes and will not impact the refund request's status unless the applicant rescinds the request.
- From the receipt of the completed refund application form, all refund requests will take at least 30 (Thirty) working days to process.
- Any grievance regarding refunds under this policy must be sent to 'Admissions Office' on admissions@kautilya.org.in

## Contact

If you wish to raise any queries or concerns about this refund policy, please contact the Admissions Office by email at admissions@kautilya.org.in or by post at Kautilya School of Public Policy, GITAM (Deemed To Be University), Rudraram Village, Hyderabad, Telangana. PIN CODE: 502329

**Google Maps Navigation:** https://goo.gl/maps/1qK8jywBGcfTvJvb8

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