



# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)  
मेसरा, राँची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

Ref. GO/Notice / 2024-25/ 04

Date: 03.05.2024

## NOTICE

**Sub: Rules regarding refund of fees under withdrawal to newly admitted UG, PG and Ph.D. students at Mesra and its Extension Centres [except NRI/OCI/FN students]**

It has been decided that refund of fees, received from a student/ candidate who has taken admission in any program of the Institute and subsequently decides to withdraw from the program, will be made as per the following rules:

**(A) For students admitted before commencement of classes:**

Sl. No.	Particulars	Remarks
1	Withdrawal before commencement of classes, as notified by the appropriate authority.	Refund after deduction of Rs.10,000/- as processing charge
2	Withdrawal between 1 <sup>st</sup> and 7 <sup>th</sup> (both days inclusive) day from the date of commencement of classes, as notified by the appropriate authority, provided there is a subsequent round of admission scheduled wherein the seat thus vacated may be filled up.	80% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
3	Withdrawal after seven working days from the date of commencement of classes	60% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
4	Withdrawal after admission already being declared closed.	Only caution money

**(B) For students admitted after commencement of classes:**

Sl. No.	Particulars	Remarks
1	Withdrawal within seven working days after the date of admission provided there is a subsequent round of admission scheduled wherein the seat thus vacated may be filled up.	80% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
2	Withdrawal after seven working days from the date of admission	60% of fee deposited at the time of admission (rounded off to the next Rs.100/-)
3	Withdrawal after admission already being declared closed.	Only caution money

However, the student has to apply to get the refund giving specific reasons for withdrawing permanently from the programme and the payment will be made in due course of time.

This provision for refund of fees is valid only for freshly admitted students at Mesra and its Extension Centres pertaining to Academic Session 2024-25.

There is no extra processing charge if a candidate is upgraded from one Centre to another against the same admission process. In case of any other process, the candidate has to pay an additional amount of Rs. 10,000/- as a processing charge.

*Sandip Dutta*  
03/05/2024  
Registrar (Offg.)

**Registrar**  
Birla Institute of Technology  
Mesra, Ranchi