



XAVIER INSTITUTE OF ENGINEERING

(Approved by AICTE, Accredited with "A+" by NAAC, Affiliated to Mumbai University,

Recognized by DTE, Govt. of Maharashtra)

EXTC, IT branches are NBA Accredited

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Refund Policy for Academic Session 2024-25

As per the University Grants Commission (UGC) guidelines, **Xavier Institute of Engineering** ensures a transparent and fair fee refund policy for students seeking admission and cancellations. The policy for the academic session 2024-25 is as follows:

1. Fee Refund Rules:

- **Full Refund:** If a student cancels admission **on or before last date of admission**, the institution shall provide a full refund of fees, with a deduction of not more than ₹1,000 as a processing charge.
- **Partial Refunds:**
 - **100% Refund:** If the cancellation is made **15 days or more before** the last date of admission.
 - **90% Refund:** If the cancellation is made **less than 15 days before** the last date of admission.
 - **80% Refund:** If the cancellation is made **within 15 days after** the last date of admission.
 - **50% Refund:** If the cancellation is made **within 30 days but more than 15 days after** the last date of admission.
 - **No Refund:** If the cancellation is made **more than 30 days after** the last date of admission.

2. Applicability:

- This policy applies to all programs offered at Xavier Institute of Engineering.
- The institution shall not retain original certificates of students during admission and refund processes.

3. Grievance Redressal:

- Students facing issues related to refunds can approach the **Student Grievance Redressal Committee (SGRC)** for resolution.
- The institution will ensure a timely resolution of refund-related grievances.

For further details, students may contact: 7249371505 / 9920407274

Dr. Y. D. Venkatesh
Principal

PRINCIPAL
Xavier Institute of Engineering
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