



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अमु० 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)

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Ref.Adm/CSAB Fee Refund/2025-26/1

Date: 09/12/2025

NOTICE

Notice for Fee Refund – CSAB 2025 Admissions

This is to inform all candidates who had been allotted a seat at **BIT Mesra, BIT Deoghar Off-Campus or BIT Patna Off-Campus** through **CSAB 2025 Counselling**, but failed to report physically to the Institute or did not report online through CSAB for admission, that they may apply for fee refund as per the prevailing **Institute fee refund norms**.

Eligibility for Refund

Refund is applicable for candidates belonging to the following category:

- Candidates who were allotted a seat (including those who received fresh allotment in **CSAB Special Round-III**) but:
 - did not report online through CSAB portal, or
 - did not report physically at the Institute.

Documents Required for Processing Refund

Eligible candidates shall submit the following documents via email or at the Admission/Academic Section:

1. Copy of CSAB Allotment Letter
2. Government ID Proof (Aadhaar / Driving Licence / PAN Card / Passport)
3. Bank Account Details (Cancelled Cheque / 1st page of Passbook)
4. Student Name, JEE Rank, Application Number, Mobile Number

Important Instructions

- Students are advised to carefully verify their bank account details before submission.
- The Institute shall not be responsible for refund failure arising due to incorrect or incomplete bank details.

Such candidates must email their refund request along with all requisite documents to studentsrefund@bitmesra.ac.in

(Registrar)