



# 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 U.G.C. Act, 1956)  
मेसरा, राँची ८३५२१५ (भारत) || MESRA, RANCHI 835 215 (INDIA)

Ref. RO/Fees/Notice/2025-26/ 38

18<sup>th</sup> March, 2025

## 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]**

Refund of fees to 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:

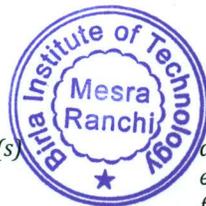
S.No.	Particulars	Remarks
1.	Withdrawal before commencement of classes, as notified by the appropriate authority.	Refund after deduction of Rs.10,000/- as processing charge.
2.	Withdrawal between 1 <sup>st</sup> and 7 <sup>th</sup> (both days inclusive) day from the date of commencement of classes, as 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:

S.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 through ERP 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 a refund of fees is valid only for fresh admitted students at Mesra and its Extension Centres pertaining to Academic Session 2025-26.

However, if a candidate has taken admission through one admission process and is also selected through another admission process, he/she will have to pay the full fees of the new program. The balance fees paid towards the previous program shall be adjusted in the 2<sup>nd</sup> semester's fees of new program, after deduction of nominal processing charge of Rs. 1,000/-. Students will have to apply for withdrawal through ERP Portal from the previous program immediately after taking admission into the new program. Further, he/she should apply for such adjustment separately in Admission Office after the notification of Admission Closure.



Registrar (Actg.)

### Copy to:-

- All the Dean(s)/HoD(s)/CoE/Asso.Dean(s)
- Dy. Comptroller/Dy. Finance Officer
- DR(AAC)/ AR(AP)
- All Notice Board/Institute's website
- PS to VC
- File