



**UPESON (CENTRE FOR CONTINUING EDUCATION)**  
**FEE REFUND POLICY**

Refund policy for Academic Year 2024-25 (July 2024 and January 2025 batch) applicable for all the Non-Degree programs running in UPES ONLINE (Centre for Continuing Education).

<b>Refund Scenario</b>	<b>Total Deduction</b>
<b>Admission before commencement of course</b>	
Full Fee refund before the commencement of course	No Deduction
Up to 15 calendar days from the commencement of course	50 % of aggregate fee of Semester 1
After 15 days from the commencement of course	100% of aggregate fee of Semester 1
<b>Admission after commencement of course</b>	
Up to 15 days from date of admission	50 % of aggregate fee of Semester 1
After 15 days from date of admission	100% of aggregate fee of Semester 1

**Process to Apply for Withdrawal**

1. Students need to submit request form, with a valid reason, available at UPES Online Website and email the same to [cce-helpdesk@upes.ac.in](mailto:cce-helpdesk@upes.ac.in)
2. Student will be informed through email about the refund transaction details
3. Refund process will take 40-45 days from the date of applying withdrawal.
4. Withdrawal will only be considered after submission of refund request form through email. Withdrawal date will be considered on the day the email is received.
5. UPES Management reserves all the rights and will be the final authority on any decision related to matter

Recommended By

Preeti D. Mehta

Director

Approved by

Manish Madaan

Registrar