

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

UPES/RO/CCE/2024-25/01

Date: 14.03.2024

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

Refund Scenarios	Total Deductions
Full Fee Refund till last date of admission as notified by UGC DEB*	No Deduction
Upto 15 calendar days from the last date of admission	50% of aggregate fee of 1 <sup>st</sup> Semester
After 15 calendar days from the last date of admission	100% of aggregate fee of 1 <sup>st</sup> Semester

**Process to Apply Withdrawal**

1. Students need to submit refund request form with a valid reason available at UPESON 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 calendar 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 email is received.
5. UPES Management reserves all the rights and will be the final authority on any decision related matters.

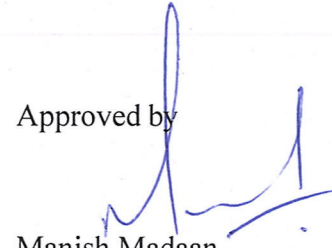
Recommended By

  
Preeti D. Mehta

Director



Approved by

  
Manish Madaan

Registrar