



UPESONLINE (CENTRE FOR CONTINUING EDUCATION)
FEE REFUND POLICY

UPES/RO/CCE/2025-26/01

Date: 03.02.2025

Refund policy for Academic Year 2025-26 (July 2025 and January 2026 batch) applicable for all the degree programs running in UPESONLINE (Centre for Continuing Education).

Refund Scenarios	Total Deductions
Full Fee Refund till 15 th September 2025 as notified by UGC DEB	No Deduction
Upto 15 calendar days from the last date of admission	50% of aggregate fee
After 15 calendar days from the last date of admission	100% of aggregate fee

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: upesonline.helpdesk@ddn.upes.ac.in
2. Admission Form fee will not be refundable
3. Student will be informed through email about the refund transaction details.
4. Refund process will take 40-45 calendar days from the date of applying withdrawal.
5. Withdrawal will only be considered after submission of refund request form through email.
6. Withdrawal date will be considered on the day email is received.
7. Student availing EMI facility from JODO, EMI will be forfeited as per policy.
8. 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