



SRI VENKATESWARA COLLEGE (University of Delhi)

Ref. No.: SVC/Accounts/2022/P/000288

28th April, 2022

Admission Withdrawal and Refund Policy

The procedure for withdrawal of admission and refund of fee is furnished below for information and necessary action by all concerned:-

I) Cancellation/withdrawal of admission within the university schedule for cancellation/withdrawal

- a) The students/applicants who have been admitted provisionally by the university may cancel their provisional admission through the DU portal using their login credentials. For details, please refer to the Delhi University Website - www.du.ac.in
- b) Refund of the Admission Fee and/or Caution Money will be processed by the **University** to the candidate. The candidates need not to contact the college in this regard.

II) Cancellation/withdrawal of admission after the last date of admission as prescribed by the University of Delhi

If the provisional admission is to be cancelled/ withdrawn after the period defined by the university, all desirous applicants must follow the following process:

- i. Download the Admission Withdrawal Form and No Dues Form from the college website.
- ii. Submit all the requisite forms duly filled in along with a scanned copy of a cancelled cheque or bank passbook to the office of the Section Officer (Administration) on all working days between 09:30 AM and 12:30 PM for further necessary action in the matter.
- iii. **Additionally, all the students of UG/PG courses are required to attach the Admission Cancellation Receipt from the Delhi University Portal alongwith the admission withdrawal form duly completed in all the aspects.**

It is pertinent to mention here that the office of the Section Officer (Accounts) will process the admissible/ permissible Admission Fee and/or Caution Money/Deposit to the candidate only. This shall be done within 7 working days of successful completion of the requisite admission withdrawal process i.e., post authentication by the office of the Section Officer (Administration).

All concerned are requested to make a note of the above-mentioned admission withdrawal and refund policy. Active cooperation of all one and all shall highly be appreciated.

NOTE:-

1. Please refer to the college website for any updates to the process or schedule
2. The staff members are requested to check their e-mail, WhatsApp, College & Delhi University websites (www.svc.ac.in & www.du.ac.in) etc. regularly for day-to-day updates.
3. For clarification, if any, you may e-mail to admission@svc.ac.in
4. Any addendum/corrigendum shall be posted on the college website only.

[Signature]
VICE-PRINCIPAL

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Sri Venkateswara College
(University of Delhi)

Dhaura Kuan, New Delhi-110021

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Copy forwarded for information and necessary action:- Bursar, Teachers-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers(Accounts & Administration), Dealing Assistants(Accounts & Administration), All concerned, Librarian, College Notice Board/Website; & File.