



Institute of Advanced Research

The University for Innovation

(Established under the Gujarat Private University Amendment Act, 2011 and recognized under section 22 and 2(f) of UGC Act)

IAR/RO/2023-24/384

Admission Cancellation, Student Withdrawal and Dropout Policy

Scope:

This policy provides a procedure to deal with applications for cancellation of admission and student withdrawal from the University or dropout of students from their studies at the University with or without a notice.

Procedure for the Admission Cancellation:

1. Student seeking to cancel their admission shall submit an application for cancellation of admission duly signed by the student and parent to the Student Affairs office for further approval process.
2. Student can also email the signed scan copy of application for cancellation of admission to email address: admissions@iar.ac.in along with supporting scanned documents.
3. Students must submit original fee receipt, admission letter (in case of admission is via ACPC for B.Tech., M.B.A. admission) with the application for cancellation of admission.

Procedure for Withdrawal from Studies at the University:

1. If a student intends to withdraw from studies at the University after commencing his/her studies, the student may apply to the Registrar requesting withdrawal from his/her studies at the University.
2. If a student withdraws from his/her studies without notification, he/she will be presumed to be absent without permission and the policy on Student Absence will apply.





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Refund of fees/migration certificate/transfer certificate:

1.

| Sr. | Point of time when application of withdrawal of admission is received | Refund of Fees |
|------|--|---|
| i. | At any point of time | Application fee, Registration fee, Examination Fee and Alumni Registration fee are one-time and non-refundable under any circumstances. Security deposit and Library deposit are refundable after successful completion of the program. |
| ii. | If the student applies for cancellation of admission/withdrawal from studies within two weeks of the commencement of Semester. | 75% of semester fees will be refunded. |
| iii. | If the student applies for cancellation/withdrawal from studies of admission after two weeks but within four weeks of the commencement of the semester. | 50% of the semester tuition fees will be refunded. |
| iv. | If the student applies for cancellation of admission/withdrawal from studies after four weeks of commencement of Semester. | No semester fees (0%) will be refunded. |

- In the case student applies for admission cancellation/withdrawal from studies after commencement of semester, original migration certificate/transfer certificate will be retained by University. The University will issue migration certificate (only after the no due procedure is completed by the student). The migration certificate will specify that the program of study is incomplete.
- Hostel fees will not be refunded in any case. However, Hostel Deposit is refundable following the no-dues procedure and minimum one year of stay is required.





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4. Application for admission cancellation after the completion of odd semester and commencement of Even Semester will only be processed after payment of full year fees as applicable.
5. For professional courses such as B.Tech. and M.B.A. procedure for refund of fees is as per rules and regulations prescribed by ACPC from time to time. In case of M.Sc. Biotechnology (DBT Supported program), refund of fees is as per rules and regulation prescribed by Regional Centre for Biotechnology, Government of India and GAT-B.

***Note: University reserves the right to cancel the admission in case the candidate fails to produce original documents related to eligibility of the admission to particular program before commencement of Mid Semester Examinations and in case the information provided by a candidate is found to be false to the requirements of admission. In such a case, none of the fees paid will be refunded.**


Registrar



Document management and control

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Content manager: Assistant Registrar (Student affairs)

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