

**JIIT NOIDA****POLICY****Withdrawal of Admission for Existing Student**

The policy is applicable for students of all programs from their Second Semester onwards. Students of first semester will be governed by the UGC/AICTE refund policy, as applicable, during the admission process.

1. **Withdrawal.** An existing student who has enrolled for courses at JIIT Noida and wishes to withdraw his/her admission, is required to fill up the Application for Withdrawal of Admission available at office of Registrar. The student needs to complete the Institute Students No Dues Certificate and submit it to the Registrar Office, between 10:00 am to 4:00 pm on any working day. The application will be processed within 15 working days from the date of submission of the No Dues Form.
2. Refund of Academic fees shall be made after deduction as per the following table:

Ser No	Academic fee Refund	Time of receipt of Application
1	100%	Within 10 days of start of Semester
2	Nil	After 11 days of start of Semester

**Note.** Date of start of Semester is as notified in the Academic Calendar.

3. **Process of Withdrawal of Admission:**
  - (a) Collect the "Withdrawal of Admission" form
  - (b) Fill up the required information
  - (c) Get it signed by HoD
  - (d) Submit the application at Registrar office in respective Campus.
4. **Refund of fees.**
  - (a) Submission of No Dues Form and Student Identity card by the applicant.
  - (b) Refund of Caution Money and Fees (as applicable) by Finance and Accounts Dept.