

## Standard operating procedure (SOP) for Refund of Student Fee

Considering the grievances of the students for timely settlement of refund cases, a standard operating procedure is framed to avoid any further delay in the process.

Eligibility of students for refund	The students will be eligible for a refund in the following cases: <ul style="list-style-type: none"> <li>a) Withdraw from Admission.</li> <li>b) Withdraw from Hostel Admission.</li> <li>c) Tuition fee due to various reasons.</li> <li>d) Any others.</li> </ul>
Refundable amount	The correct amount must be mentioned by the students as per the university's relevant norms and the same may be verified is confirmed by the HOD/ DSW/ Warden/ Provost as the case may be.
Procedure for applying	Students must apply for the refund by downloading the prescribed application form available on our university website i.e <a href="http://www.cus.ac.in">www.cus.ac.in</a> .  <b>Steps of refund process:</b> <ol style="list-style-type: none"> <li>1) The application form duly filled in will be submitted by the student to the concerned department's HOD/ Warden/ Provost/any other concerned department.</li> <li>2) Then Concerned HOD/Warden/ Provost/any other concerned dept. shall verify and forward the application to DSW for the recommendation within 7 days of receipt of the application.</li> <li>3) The same will be forwarded to Finance Section for further processing by the office of the DSW within 7 days of receipt of the application</li> <li>4) Application form will be received by the Finance Section which is forwarded by DSW will be processed for payment.</li> <li>5) After the verification the admissible amount will be transferred to the concerned students.</li> </ol>
Enclosures are required to be submitted along with the application form for a refund	A duly filled-up prescribed application form should be invariably submitted along with the payment proof like a downloaded Fee Receipt copy, bank statement, etc., and PFMS form.
Date of processing	On the 15 <sup>th</sup> & 30 <sup>th</sup> day of every month the finance dept. shall process the refund cases received by it.

**NOTE :** The student must ensure to provide the correct Bank Account details so as to avoid unnecessary delay in refund.



# Sikkim University Gangtok, Sikkim

## FORMAT FOR REFUND (STUDENT) STUDENT AFFAIRS

1. Name of the Student :
2. Roll No. :
3. Department :
4. Course : (Certificate, BA, B.Sc. /MA,M.Sc./M.Phil/Ph.D)
5. Ground for Refund :
  
6. Amount of the Refund Claim :
7. Account Details for Refund :
  - a) Name of the Account Holder :
  - b) Name of the Bank :
  - c) Account Number :
  - d) IFSC Code :

### Enclosure:

1. Copy of the Fee Payment (Receipt Copy)
2. PFMS Form

Signature of the Candidate

Recommendation from HOD/Ward/Provost

Recommendation from DSW

Submit Application to the Finance Section

### OFFICE USE ONLY

Amount Admissible :

Date of Transaction :

Signature of Dealing Assistant

**Note:** The Refund will be processed on the 15<sup>th</sup> & 30<sup>th</sup> of every month.