



ACADEMIC OFFICE / Institute Fee Section

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Phone / +91-431-2503083, Fax : +91-431-2503013 (0/0 the Director), E-mail : fees@nitt.edu

Ref: AO/IF/Refund/23-24/002

Date: 17.07.2023

Refund Circular for Academic Year: 2023-24

*The refund policy is as per the concerned admission board/authority policy.

*In case no refund policy is mentioned by the admission board/authority, JOSA/CSAB/NIMCET/CCMN/CCMT/NIMCET the refund process is applicable as per the institute norms and this will NOT supersede the admission board/authority policy.

*For The students who accepted the seat but not reported/admitted to the institute, NO REFUND IS PROVIDED.

The students/scholars who are cancelling their admission/discontinuing the course have to complete the admission cancellation (withdraw)/course discontinuation procedure, then submit the required forms to the fee section for the refund of admission fee/institute and Library Deposits.

This Refund Circular is applicable only to the students/Scholars who have completed the admission process of the institute i.e., the students with a Permanent Roll number of the Institute.

The proportionate refund is as follows:

Withdrawal I Discontinued the date	Amount for Refund
Students who withdraw before the last date of admission (Admission Cancellation)	Rs.2500/- only may be deducted from the total amount paid as Admission processing charges. The Balance amount may be refunded
Students who withdraw within the date of class commencement from the last date of admission. (Admission Cancellation)	75% from the semester fees + deposits may be refunded
Students who discontinue within one month from the date of commencement of class	50% from the semester fees + deposits may be refunded
Students who discontinue after one month from the date of commencement of class	Deposits only may be refunded

In accordance with the above, it is submitted to accord administrative approval for the refund policy.

For the Admission Cancellation/Withdraw procedure and thereafter claim, kindly refer to the enclosed Annexure: I

For course discontinuation procedure and thereafter claim, kindly refer to the enclosed Annexure: II

(Approved by the Director)

Sd/.
Assistant Registrar
(Academic)



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Annexure: I

Procedure for the Admission Cancellation/withdraw for the Students/scholars admitted in the academic year 2022-23

Below is the procedure to be followed for the admission cancellation.

By the student

1. Follow the below procedure for giving ADMISSION CANCELLATION request in MIS

(a). Log into [https://misreg.nitt.edu/NITTSTUDENT/ For Internet](https://misreg.nitt.edu/NITTSTUDENT/ForInternet)) or [http://misnew.nitt.edu/NITTSTUDENT/\(For Intranet\)](http://misnew.nitt.edu/NITTSTUDENT/(ForIntranet))

(b). Click on SERVICES-> ADMISSION CANCELLATION

(c). Specify the reason and Tick on Check box

(d). Press SUBMIT button (A message will be displayed on the screen). Take a screenshot of the same.

Note: If you forget your password, then

a. Click on the 'FORGOTTEN YOUR PASSWORD?' link

b. Enter your permanent roll number (your NITT webmail ID will be filled automatically)

c. Press SUBMIT button (a password will be sent to your NITT webmail)

d. Login with that password

e. Enter

(i) Old password = the password that came to your NITT webmail (by removing * symbols already present in the text box)

(ii) New password= the password that you want to set

(iii) Confirm the password

f. Login again with the new password that you have set. (If you have a further problem with MIS login, kindly mail to travi@nitt.edu)

AND

2. Submit the following documents to the respective UG/PG/Ph.D. section in the academic office

(a). Filled and signed ADMISSION CANCELLATION FORM available in the link:

<https://www.nitt.edu/home/academics/formats/55.Admission%20cancellation%20form.pdf>

(b). Allotment order of NIT, Tiruchirappalli

(c). Allotment order of presently selected institute.

(d). Screenshot of MIS admission cancellation request.

(e). Bank passbook first-page photocopy for refund, if any.

(f) Refund Form (Admission Cancellation) available in the link:

https://www.nitt.edu/home/academics/fee_details/1st-year-admission-cancellation-form-Sep-2022.pdf

By the Concerned Section of the Academic Office

1. Verification of fee payment (in coordination with the fees section)
2. Issue of admission cancellation letter (In coordination with the Transcript section) and inform the same to the fees section for the refund process.



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Annexure: II

Procedure for the Course Discontinuation

Below is the procedure to be followed for the course discontinuation.

By the student

1. Kindly follow the below link for giving a discontinuation request in MIS

[https://www.nitt.edu/home/academics/notices/Procedure for making course discontinuation request-Jul2020.pdf](https://www.nitt.edu/home/academics/notices/Procedure%20for%20making%20course%20discontinuation%20request-Jul2020.pdf)

AND

2. Submit the following documents to the respective UG/PG/Ph.D. section in the academic office

(a). Original Transfer certificate of HSC/UG/PG (Not applicable if TC is already submitted to the academic office during admission)

(b). Filled and signed COURSE DISCONTINUATION-FORM - (Form No 77 in the link: <https://www.nitt.edu/home/academics/formats/>)

(c). Allotment order of presently selected institute.

(d). Screenshot of MIS admission discontinuation request.

(e). No dues certificate Form no 17.

<https://www.nitt.edu/home/academics/formats/>

(f). Bank passbook first-page photocopy for refund, if any.

(g). Refund Form (Course Discontinuation):

https://www.nitt.edu/home/academics/fee_details/

By the Concerned Section of the Academic Office.

1. Verification of institute fee payment up to the current semester (in coordination with the fees section) and checking other dues.

2. Issue, of course, discontinue confirmation letter and Transfer certificate of NIT, Tiruchirappalli to the student after fee payment confirmation and completing all the above processes by the student (In coordination with the Transcript section). And inform the same to the fees section for the fee refund process.