



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

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Ref No.: RGIPT Jais/FeeRefundPG/2020-21/1

Office of the Dean (Academic Affairs)

16th October 2020

OFFICE NOTE

To

The Director, RGIPT

Sub.: Provision for refund of fees in various PG programmes

Dear Sir,

We seek your kind approval to allow the following provision for refund of fees related to admission for M.Tech. and PhD programmes at RGIPT, Jais and Energy Institute, Bengaluru.

- After deduction of Rs. 1500.00 as processing fee before the date of registration
- After deduction of Rs.10000.00 within one week from the commencement of the class
- Only caution money shall be refunded, if the request is received after one week from the commencement of the class

Process for getting the refund

The student shall write an application to the concerned Head of Department stating the reason for withdrawal from the programme. The mail ID shall be the official mail ID as provided in the application form.

The student must attach the following along with his/her application

- Admission offer letter
- Fee deposition receipt
- Address for posting the refund cheque
- One identity card (Adhar/PAN card)

The student will receive the cheque in the address provided above. Normally, the process will be completed within 45 days. Your kind approval will enable the office to implement the same.

Yours Sincerely,

U. Ojha

Dean (A A)

U. Ojha
16/10/2020

Presented before the Chairman, Senate for kind consideration

A.S.K. Sinha
16/10/2020

A.S.K. Sinha

The Chairman, Senate