SOP for Students: Seat Surrender and Fee Refund

Directorate of ODL & Online Studies, Guru Nanak Dev University, Amritsar Based on the Updated Refund Policy (CIQA dated 19-02-2026, Annexure-F), applicable from Session Jan-2026 onwards for both January and July batches.

1. Purpose

This SOP explains how a student of an Online Studies programme and Students of ODL can surrender the seat and request a refund of fee, how much refund is admissible, and which documents must be sent.

2. How much refund will I get?

The refund depends on **when your notice of withdrawal reaches the University**, compared with the **formally notified last date of admission** for your batch. The refund is calculated on the **total fee paid**.

Sr.	When the University receives your withdrawal notice	Refund
1	Course does not commence (insufficient enrolment or any other reason decided by the University)	100%
2	15 days or more before the last date of admission	100%
3	Less than 15 days before the last date of admission	90%
4	15 days or less after the last date of admission	80%
5	More than 15 days but not more than 30 days after the last date	50%
6	More than 30 days after the last date of admission	0%

Important: The date that counts is the date your request (email or application) is received by the Directorate, not the date on which your file is processed. Apply as early as possible.

Worked example

Assume the last date of admission for a batch is **31 July 2026** and the fee paid by the student is **Rs 13,390**. (This is only an example. Your actual last date will be told by the office.)

Your notice is received on	Slab	Refund %	Refund amount
On or before 16 July 2026	15 days or more before last date	100%	Rs 13,390
17 July to 31 July 2026	Less than 15 days before last date	90%	Rs 12,051
1 Aug to 15 Aug 2026	Up to 15 days after last date	80%	Rs 10,712
16 Aug to 30 Aug 2026	More than 15 and up to 30 days after	50%	Rs 6,695

Your notice is received on	Slab	Refund %	Refund amount
31 Aug 2026 onwards	More than 30 days after	0%	Rs 0

Formula: **Refund = Total fee paid x refund % of the applicable slab.**

If the course does not start

If the University does not start the course (for example, minimum number of students not reached), you get **100% of the fee**. Instead of a refund, you may choose to shift your admission to the next available session; in that case 100% of the fee paid is adjusted against the fee of that session, once the deferment request is approved.

3. Documents you must send

Please send **all** of the following as clear scanned copies (PDF or image):

1. **Filled refund application format** (seat surrender format, given in Section 7 below), signed by you.
2. **Bank passbook** (first page showing your name, account number, IFS code and branch). A cancelled cheque is also fine.
3. **Fee slip / payment receipt** of the fee you paid.
4. **Admission application form** submitted by you.
5. **Aadhar card.**

The bank account must be in **your own name**, because the refund is credited only to the account details you give.

4. How to fill the refund format

Field	What to write
Name of programme	Full name of your course, for example Diploma in Data Analytics
Name of Student	Your full name, same as in admission record
Father's Name	Full name of father
Student ID	Your Student ID given at admission
Bank Name	Name of the bank where you want the refund
Account No.	Complete account number, checked against the passbook
IFS Code	11-character IFSC of your branch
Contact No.	Active mobile number
Date and signature	Date of application and your signature

Leave the portion marked "For Office Use Only" blank.

5. Steps to apply

1. Read the refund slab above and decide quickly, since the refund reduces with time.
2. Fill the refund format completely and sign it.
3. Scan the five documents listed in Section 3.
4. Send everything together to the Directorate by the email (check website for email) or submit it at the Office by hand or by post. Mention your Student ID and programme in the subject line.
5. Keep your email or submission acknowledgement. It proves your date of notice.

6. What happens after you apply

1. The office checks your documents and your payment record.
2. The office calculates your refund as per the slab and prepares your case.
3. The case is recommended by the Director and sent to the Accounts Branch.
4. Accounts processes the refund and credits it to the bank account given by you.

If any document is missing or unclear, the office will contact you on your registered mobile number or email, and the case will move forward only after you complete it. **Common mistakes that cause delay:** wrong or incomplete account number or IFSC, passbook page that does not show name or IFSC, missing signature, blurred fee slip, and father's name or Student ID not matching the admission record.

7. Refund application format

To

The Director

Directorate of Open & Distance Learning

Guru Nanak Dev University, Amritsar

Subject: **Refund of fee after seat surrender.**

Dear Sir,

I am a student of . Due to some reasons, I can't continue my course and I would like to surrender my seat. Please refund my fee as per University rules.

I will be highly obliged.

Yours Obediently

Name of Student

Student Details

Name: _____

Father's Name: _____

Student ID: _____

Bank Name: _____

Account No.: _____

IFS Code: _____

Contact No.: _____

(For Office Use Only)

Candidate has attended _____ classes during PCPs.

Recommended by Director

Seal & Signatures