

Procedure for Surrendering of Seat / Refund of fees.

I) Cancellation of allotted seat:-

1. The candidates shall submit the applications form in person (*available on website*) at Office of the Registrar, KLE University, Belagavi / Belgaum for Surrender of seat.

Enclosure:-

➤ *Original Admission letter*

2. The Office of the Registrar, KLE University, and Belagavi / Belgaum shall return the original documents to the candidate upon receipt of application, in case of Surrender of seats.

Sl. No.	Applications received time	Returning of original documents
1.	Before 1.00 PM	Same day by 5.00PM
2.	After Lunch break	Second day by 12.00 noon

3. The original documents shall have to be collected **in person** (Candidate) from the University.

II) Refund of fees:-

- 1) The candidates shall submit (in person) the applications (*available on website*) at Office of the Registrar, KLE University, Belagavi / Belgaum for refund of fee.

Enclosure:-

➤ *Original fees paid receipt*

- 2) The applications of the candidates for refund of fees amount on account of cancellation of seat shall be processed at University level.
- 3) The Finance Officer of the University, based on the request of the candidate, shall process the application and arrange for refund of the amount after obtaining necessary approval from the Registrar of the University with the following schedule:

Sl.No.	Applications received time	Refund of amount
(Monday to Friday) / Bank Working days		
1.	Before 1.00 PM	2 nd day
2.	After 1.00 PM	3 rd day

Once the refund is ready Accounts section will refund amount through NEFT/RTGS.

Note:

- 1) Candidate must be present in person for surrendering of Seat.

Registrar, KLEU