St. Joseph's College of Commerce
(Autonomous)
163 Brigade Road, Bengaluru, Karnataka - 560 025.

Admission Cancellation/ Refund Policy

The management of the institution follows the refund procedure as laid down by UGC under Notification on Refund of Fees and Non-Retention of Original Certificates (w.e.f October 2018).

The college will acknowledge any appeal for cancellation/refund or disengagement of admission from any chosen/offered programme to a candidate if the request is as per the prescribed policy of the institution. Provision to apply for cancellation of admission is available during the time of the academic year of admission or any time later. Application for cancellation of admission and refund if any must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents. The request must be supported by original fee receipt and original acknowledgement given by the institution.

Refund includes only the Academic Programme fee based on the actual paid to the institution. No refund shall be provided towards Application fee or /and Admission Registration Fee.

The option to apply for refund of admission fees will be available as per the table below. Student looking for cancellation and refund of admission fees shall be eligible for it as per the table given below.

The date of closure of admission for the academic year 2027 - 28 is April 30, 2027					
Submission of Refund Application	**Before March 31, 2027**	**April 1, 2027 to April 15, 2027**	**April 16, 2027 to April 30, 2027**	**May 1, 2027 to May 15, 2027**	**After May 16, 2027**
Deduction	**Lower of Rs. 5, 000 or 5 %**	**10%**	**20%**	**50%**	**100%**
Total Refund	**Balance amount**	**90%**	**80%**	**50%**	**00%**

All refunds will be made only to the bank account of the student/parents as per the bank details furnished and it will take a maximum of 15 working days from the date of approval of the cancellation of admission by the college office.

Legal proceedings, if any, regarding the refund of fees, irrespective of the domicile of the student, shall be only in the City of Bengaluru.

Please Note:
All refund requests must be sent to **feerefund@sjcc.edu.in**, along with the following documents:
1. Fee receipt issued by the College,
2. Bank details of the account to which the refund amount is to be transferred, supported by either: A cancelled cheque, or A copy of the front page of the bank passbook.

Please ensure that all the required documents are submitted along with the refund request to facilitate timely processing.