



FEE REFUND POLICY

Fee Refund Policy

Coimbatore Institute of Management and Technology (CIMAT)

(Effective from Academic Year 2025-26)

1. Preamble

In compliance with the UGC Guidelines on Fee Refund Policy 2024-25 (Ref: UGC No.F.2-71/2022(CPP-II)), CIMT establishes this policy to ensure transparency and fairness in fee refunds for students withdrawing/cancelling admissions. This policy aligns with the UGC's directives and applies to all programs offered by the institute.

2. Refund Rules

A. For Admissions Up to 31 October 2025:

Full Refund: 100% of fees (excluding hostel/mess charges) for cancellations/migrations on or before 30 September 2025.

Partial Refund: 100% refund with a deduction of ₹1,000 (processing fee) for cancellations between 1–31 October 2025.

B. For Admissions Beyond 31 October 2025:

Refunds will follow the UGC 2018 Notification:

Category	Refund Percentage	Withdrawal Timeline
1	100%	15+ days before the last admission date.
2	90%	<15 days before the last admission date.
3	80%	≤15 days after the last admission date.
4	50%	≤30 days (but >15 days) after the last admission date.
5	0%	>30 days after the last admission date.

Note:

Processing Time: Refunds will be processed within 15 working days of receiving the withdrawal request.

Non-Refundable Fees: Registration fee (₹500) and hostel/mess charges (if utilized).

3. Procedure for Fee Refund

Submission: Students must submit a written withdrawal request to the Admissions Office (email: info@cimat.edu) along with:

- Original fee receipt.
- Copy of admission cancellation letter.
- Verification: The institute will verify the request within 5 working days.
- Disbursement: Approved refunds will be credited to the student's bank account via NEFT.

4. Grievance Redressal

Complaints regarding refund delays/denials may be escalated to the CIMAT Grievance Redressal Committee within 30 days.


Unresolved grievances can be reported to the UGC under the Redressal of Grievances of Students Regulations, 2023.

5. Penalties for Non-Compliance

CIMAT will adhere strictly to UGC guidelines. Violations may attract punitive actions as per UGC Clause 5 (October 2018 Notification).

6. Policy Review

This policy will be reviewed annually and updated as per revised UGC directives.

A green ink signature of Dr. V. Latha is written above the text.

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