

Withdrawal / Cancellation of Admission and Refund Policy

A. Refund Policy for the Students who took direct admission in MBU through MBUCET and wish to Cancel the Seat:

#	Timeline : Point of Time when the Notice of Withdrawal of Admission is served	Percentage of Refund of Aggregate fees
1	15 days or more before the commencement of Classes	100%
2	10 days or more before the commencement of Classes	90%
3	15 days or less after the commencement of Classes	80%
4	30 days or less after the commencement of Classes	50%
5	Cancellation after 30 days from the commencement of Classes	00%

B. Refund Policy for the Students who got admission through MBUCET and still want to participate in APEAPCET for admission into B.Tech / B.Pharma / B.Sc (Agri) through Convenor Quota and come through this process, the following are the terms and conditions.

- (i) Rs.50,000/- will be deducted towards Administrative Charges and the balance will be refunded within 30 working days from the date of submission of the Refund Request Application.
- (ii) Post Cancellation of the seat through MBUCET, all the Academic Credentials of the candidate will become NULL and VOID.
- (iii) A fresh registration has to be done by the candidate as per the admission formalities of APEAPCET.



Apart from the above, please note that an amount of 5% of Tuition Fee or Rs.5000/- whichever is less will be deducted, as processing charges from the refundable amount, for both (A) and (B) category of students as mentioned above.

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The refund of money will be effected only by RTGS/NEFT.

The paperwork for refund will be initiated only on the date of receipt of the following documents in original submitted in person, to the Admission office, Mohan Babu University, Tirupati:

- All fee payment receipts
- Counseling Call Letter
- Provisional Allotment Letter (PAL)
- Cheque Leaf (Cancelled) of the bank to which transfer of money is to be done.

MBU will not be responsible for the change / misrepresentation of Bank account information, as received and confirmed by the student.

If all documents submitted for refund are in order the request will be processed within 30 working days from the date of application.

It is the sole responsibility of the candidate to submit all required documents for timely processing of refund.

Any dispute with regard to Admission, eligibility, fees, refund, etc., shall be within the legal jurisdiction of Tirupati only

Disclaimer: Candidates who have not attended the counseling are entitled neither for seat allotment nor refund of fee. In case a candidate has remitted fees through e-payment for allotment of seat and not attended the counseling, the fees paid shall be forfeited.

