

Fee Refund Policy 2025-26**Fee Refund Rules:**

This has reference to the UGC D.O. No. F.2-71/2022 (CPP-III) (C-1145460) Dated 12th June 2024 and AICTE academic calendar for closing date of admission. Last Date of Admission for this session is **15th September 2025**.

Category of admission withdrawal application with UGC timeline.	Corresponding date for session 2025-26	Admissible Refund in %age	Date for Getting Cheque of refundable amount from the Institute
1. 15 days or more before the formally notified last date of admission.	Upto 31 Aug.2025	100%	On 30 Sep.2025
2. Less than 15 days before the formally notified last date of admission	From 01 Sep.2025 to 14 Sep.2025	90%	On 15 Oct.2025
3. 15 days or less after the formally notified last date of admission	From 15 Sep.2025 to 30 Sep.2025	80%	On 31 Oct.2025
4. 30 days or less, but more than 15 days after formally notified last date of admission	From 01 Oct.2025 to 15 Oct. 2025	50%	On 15 Nov.2025
5. More than 30 days after formally notified last date of admission	After 15 Oct.2025	00%	Not applicable as no refund is admissible

Fee Refund Process:

The Candidate shall submit a written application, either in person or online (email to **feesrefund@glbitm.ac.in** from candidate's official or registered email id only), with a formal letter explaining request with reason and supporting by the documents like fee receipt, ID proof, No Dues Certificate and copy of cancelled cheque / bank details. The application should be submitted to the Director Office after a forwarding note from concerned Head of Department or Admission Cell (in case of classes not started) within the institution's specified timeframe as mentioned above. After this, application for refund due to admission withdrawal will be processed according to the institute's refund policy.

Document Retention Policy:

The Institute does not keep student documents such as original Marksheets, Degrees, or Provisional Degree Certificates (PDC). Students are instructed to keep these documents with them at all times during the first semester (third semester in case of lateral entry admissions) for presenting before university for enrollment purposes.

Redressal of Grievances:

If a candidate experiences a delay or denial of a fee refund as per the institute's fee refund policy, they can raise a grievance by emailing **stugc@glbitm.ac**