

FEE REFUND POLICY AGAINST CANCELLATION OF ADMISSION

Candidate will apply on the **prescribed form** for cancellation of **new admission** in **1st year** OR **Lateral entry in 2nd year** duly signed by the student and counter signed by his/her parent/guardian at Institute Office. The candidate must enclose copy of **all fee receipts** and **no dues certificate** along with the form. Refund shall be made in the name of student concern after deduction of the processing / cancellation charges as shown below:

S.No.	Stage of cancellation	Refund Policy
1	Application Received in the Institute Office on or before or 31st July 2019 .	Full deposited fee after deduction of Rs. 1000/- as processing charges. <i>Fee deposited at UPSEE during counseling process shall be claimed form UPSEE / AKTU as per their norms. Institute shall not be accountable / responsible in this regard.</i>
2	Application Received in the Institute Office between 01st August 2019 to 10th August 2019 .	50% of Tuition Fee will be deducted and remaining amount will be refunded. <i>Fee deposited at UPSEE during counseling process shall be claimed form UPSEE / AKTU as per their norms. Institute shall not be accountable / responsible in this regard.</i>
2	Application received after the above date.	No Refund shall be admissible except the security money, if deposited.

Note: - All refund application will be processed after **15st August 2019**. The cheque can be collected in person after receipt a call from Accounts Section. Applicant who fails to get the refund by **31st August 2019** is required to E-mail refund@glbitm.org stating Institute Admission ID, Mobile No., Course, Admission Cancellation date for further action in this regard. Grievance will be addressed within 7 days.

