



Savitribai Phule Pune University

Department of Foreign Languages



Notification

Admission Cancellation Policy

Students are hereby informed that **admission cancellation requests will be accepted only as mentioned below from the commencement of the course.**

Sr. No.	Point of Time when notice of withdrawal of admission is received in the -----	Percentage of Refund of Fees	Remark
1	15 days or more before the formally notified last date of admission, processing charges – deduct an amount not more than 5% of the fees paid by student, maximum upto Rs.	100%	
2	Less than 15 days before formally notified last date of admission	90%	
3	15 days or less after the formally notified last date of admission	80%	
4	30 days or less but more than 15 days after, formally notified last date of admission	50%	
5	More than 30 days after formally notified last date of admission	00%	

No admission cancellation applications received after the stipulated period of 30 days shall be considered under any circumstances.

Students are advised to complete the admission cancellation process within the prescribed time limit through the appropriate procedure on the CCEP portal.

Sd/-
Head
Dept. of Foreign Languages
Savitribai Phule Pune University