

KMCT DENTAL COLLEGE

KOZHIKODE

REFUND POLICY

1. Introduction

KMCT Dental College is committed to providing a transparent and fair refund process for students in accordance with the University Grants Commission (UGC) Guidelines on Fee Refund. This policy outlines the procedures and timelines for refunding fees in case of admission cancellation or withdrawal by a student.

2. Applicability

This policy applies to all students admitted to KMCT Dental College for undergraduate (BDS) and postgraduate (MDS) programs. It covers tuition fees, admission fees, and other academic charges as specified in the fee structure.

3. Refund Eligibility and Timelines

The refund of fees will be processed based on the following timelines, as per UGC guidelines:

Time Period	Refund Amount
Before the formally notified last date of admission	100% of fees (excluding processing charges, if any) will be refunded
Within 15 days after the last date of admission before the closing date of DCI	90% of fees will be refunded
Between 16 to 30 days after the last date of admission before the closing date of DCI	80% of fees will be refunded
Between 31 to 45 days before the closing date after the last date of admission and before the closing date of DCI	70% of fees will be refunded.
Between 46 to 60 days after the last date of admission, before the closing date of DCI	50% of fees will be refunded

After 60 days from the last date of admission and after the closing date of DCI	No refund will be provided
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4. Processing Charges

- A nominal processing charge of ₹1,000 may be deducted from the refund amount for administrative expenses.
- This charge is applicable only in cases where the refund is processed before the last date of admission.

5. Procedure for Requesting a Refund

a. Application Submission:

Students seeking a refund must submit a written application to the Principal of KMCT Dental College. The application should include:

- Student's full name and admission details.
- Reason for withdrawal/cancellation.
- Bank account details for refund processing.

b. Documentation:

The following documents must be attached:

- Copy of the admission receipt.
- Copy of the student's ID proof.
- Copy of the fee payment receipt.

c. Verification:

The college will verify the application and process the refund within 15 working days of receiving the complete application.

6. Refund Disbursement

Refunds will be processed through NEFT/RTGS to the bank account provided by the student.

The college will notify the student via email or SMS once the refund has been processed.

7. Non-Refundable Fees

The following fees are non-refundable under any circumstances:

Application fee.

Registration fee.

Admission fees

Any other non-academic charges specified in the fee structure.

8. Special Circumstances

In case of cancellation of admission due to documentation discrepancies or eligibility issues, the refund will be processed as per the timelines mentioned above.

If the college cancels a program or seat due to unforeseen circumstances, a 100% refund will be provided to the affected students.

9. Grievance Redressal

Students who are dissatisfied with the refund process may submit a grievance to the Grievance Redressal Committee of KMCT Dental College.

The committee will review the case and provide a resolution within 30 days of receiving the complaint.

10. Amendments

KMCT Dental College reserves the right to amend this refund policy in compliance with UGC guidelines or other regulatory requirements. Any changes will be communicated to students through the college website and official notifications.

11. Contact Information

For any queries related to the refund process, students may contact:

Admissions Office, KMCT Dental College

Phone: 0495-2292004

Email: dental@kmct.org

Address: KMCT Dental College, KMCT Medical College Campus, Manaserry P O,
Mukkom, Kozhikode
