



# St. Francis

College for Women  
Begumpet, Hyderabad-500016  
(Autonomous & Affiliated to Osmania University)

## Fee Refund Policy

- The application fee, once paid, is non-refundable.
- Requests for cancellation of admission and refund must be submitted in writing in physical form, duly signed by the concerned student and parent. The request must be submitted along with the original fee receipt downloaded from the college admission portal.
- Students seeking cancellation of admission and refund of admission fees are required to collect the prescribed refund form from the college office and submit the duly completed form to the office. Refunds will be processed as per the table provided below.

Refund of Academic Course Fee with reference to the "Last Date for Admission" (as per the announced dates for respective courses) shall be as follows:

| Submission for refund Application | Last date for Admission (15 days prior to commencement of classes) |  |  |   |   |
|-----------------------------------|--|--|--|---|---|
|                                   | 15 days or more prior to Last date for Admission                   | Less than 15 days prior to Last date for Admission | Less than 15 days after the last date of admission | 15 – 30 days after the last date of admission | After 30 days from the last date of admission |
| <b>Deduction</b>                  | 5000/-<br>(processing fee)   | 10%  | 20%  | 50%   | 100%  |
| <b>Refund</b>                     | 100%   | 90%  | 80%  | 50%   | 00%   |

All refunds will be done only to the bank account of the student or parent, as per the details specified in the refund form. The amount will be credited within a maximum of 15 working days from the date the Office approves the cancellation of admission.

Principal

St. Francis College For Women  
Begumpet, Hyderabad - 16