OFFICE OF THE DEAN, STUDENTS AFFAIRS

PROCESS OF NO-DUES FORM FILLING AND REFUND OF FEES

The guidelines is applicable for the students who have withdrawn their programme or Graduated/Post Graduate and would like to get refund of their Academic Fees / Security Deposits etc. Eligibility for refund of various fees are as under:-

In case of Withdrawn from the Programme :-

1. **B.Tech/BS & M.Sc. (2 years)**

   a) As per JOSAA/JAM norms, partial blocking fee is refundable if the candidate withdraws before the final round of admission. **Please contact JOSAA/JAM Authorities.**

   b) In case withdrawal is before or after the date of registration, Security Deposits, Mess Advance, Mess Caution Money and MEC only shall be refunded on submission of No Dues Clearance from the Institute.

2. **PG Programme(M.Tech/MS(R)/M.Des/MBA) and Ph.D**

   a) If the withdrawal is before the deadline mentioned in the offer letter, entire amount of fees paid shall be refunded except deduction of Rs 1000/- (Rupees one thousand only) as processing fees. The candidate may approach their concerned department/DoAA for refund of fees.

   b) In case withdrawal is after the deadline date or registration, Security Deposits, Mess Advance, Mess Caution Money and MEC only shall be refunded on submission of No Dues Clearance from the Institute.

3. **For No Dues Clearance**

   a) You may visit the following link to fill the details for online clearance. If you are not able to access the link, please write an email to courses@iitk.ac.in so that they activate your id and password. **Please be careful while filling "No Dues Clearance Form".**

   Dues Clearance System (iitk.ac.in)

   b) In case you are Applying "No Dues Clearance" from outside of IIT Kanpur, please change your proxy setting by using the following link:-

   https://www.iitk.ac.in/cc/index.php/how-to-use-ssl-vpn

   Once you apply for no dues this will automatically send the email to concern (18) section and each of them will clear the dues online if you have any issue or pending in clearance take the help with the oars Team with email id courses@iitk.ac.in or kjit@iitk.ac.in.

   As soon as you get the "NO Dues Clerance" from all the department, you may submit it to DOAA office for final signature and stamping by Superintendent and after that the same copy you may please submit for the payment refund purpose. The office of the Dean, Students Affairs (DoSA Office) provide "No Dues Clearance" for following:-

   (a) Student Gymkhana   : gymfest@iitk.ac.in
   (b) SC/ST Book Library   : gym@iitk.ac.in
   (c) SBF Loan   : sbf@iitk.ac.in
   (d) Day Scholar   : dosahelp@iitk.ac.in

   For other issues, the concerned department should be approached.

4. PROCESS TO APPLY FOR THE SECURITY REFUNDS.

On receipt of "No Dues Clerance" duly signed by the DoAA , please do the following to refund of Security Deposits (Security Deposit : Rs 5000/-, Institute Caution Money : Rs 1000/-, Library Caution Money : Rs 1000/- Mess Advance : Rs 5000/- Mess Caution Money : Rs 5000/- thus a total of Rs 17,000/-) :-

a) Please fill **online** security deposit refund form at Office Automation Portal under the following link and get a print of refund form:-

(https://oag.iitk.ac.in/studiitk)

The Printed refund form shall be sent to sdr@iitk.ac.in along with the copy of "No Dues Clearance. In case you are not able to apply online for refund of security deposits, please use the following link to get form. Duly filled form shall be sent to sdr@iitk.ac.in along with the copy of "No Dues Clearance".

https://iitk.ac.in/dosa/data/Institute-Amenities-Security-Deposit-Refund-Form-11-12-20.pdf

For Mess Advance, Mess Caution Money. The students who have been allocated Hall Accommodation, shall approach concerned Hall for refund. Further, if concerned students has not been allotted hostel, they may write email to mec@iitk.ac.in along with their bank details.

For refund of Mess Establishment Charges, please write an email to mec@iitk.ac.in along with the "No Dues Clearance" copy and bank details.

For Institute Caution Money or Rs 1000/- and Library Caution Money of Rs 1000/- please write an email to pandras@iitk.ac.in ; ar_acct@iitk.ac.in along with "No Dues Clearance" copy

Note:- In case of graduated students, the amount a sum of Rs 2000/- shall be not refunded as it shall be treated as membership fees to become Alumni of this Institute. For more queries, please write to vandanab@iitk.ac.in along with copy to department office.

Since, the fee is refunded on the TSA account, please ensure that you have registered your Bank account in Institute TSA account Portal. For bank updation in TSA, please login with CC user Id and password in Student Online Portal and update bank information through the link given below:-

https://oag.iitk.ac.in/studiitk

TSA guidelines. Can be perused under the following link:-

https://iitk.ac.in/dosa/data/TSA-05-10-23.pdf

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