



# AVANTHI'S St. THERESSA INSTITUTE OF Engineering & Technology

Phone : 08952-281061  
Cell : 7893433345  
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(Approved by AICTE, Recognised by the Govt. of A.P., & Affiliated to JNTU-GV, Vizianagaram)

**Garividi (Cheepurupalli) Vizianagaram Dist - 535101**

website : [www.sttheressaengg.ac.in](http://www.sttheressaengg.ac.in)

email : [astiet@sttheressaengg.ac.in](mailto:astiet@sttheressaengg.ac.in)

Date: 11.06.2025

## Fee Refund Policy

In accordance with the norms prescribed by AICTE, UGC, and APSCHE, the following fee refund policy shall be applicable for students withdrawing their admission from the B.Tech/M.Tech/MBA/MCA courses.

### 1. Withdrawal Before Commencement of Classes

- a) **100% refund** of tuition and special fees, **excluding** a processing fee of ₹1,000.
- b) Request must be made in writing with original fee receipt and admission documents.

### 2. Withdrawal Within 15 Days of Commencement of Classes

- a) **80% refund** of tuition fees.
- b) **No refund** of special/other fees (admission, registration, etc.).
- c) Applicable only if the vacated seat is filled by another candidate.

### 3. Withdrawal Between 16 to 30 Days After Commencement

- a) **50% refund** of tuition fee.
- b) No refund of special/other fees.
- c) Refund is subject to seat being filled by another candidate.

### 4. Withdrawal After 30 Days of Commencement

- a) **No refund** of any fees.
- b) The student shall also be liable to pay the full course fee, if the seat remains vacant.



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## Refund Procedure

- a) The student must submit a **written application** for cancellation of admission.
- b) Attach:
  1. Original fee receipt.
  2. Admission allotment letter.
  3. Proof of ID and bank details for refund transfer.
- c) Refunds will be processed within **4 to 6 weeks** from the date of approval.

## Special Notes

- a) All refunds are subject to verification and approval by the college management.
- b) Disputes, if any, will be resolved as per college rules and applicable state/national laws.
- c) The policy is subject to revision based on AICTE/UGC/APSCE updates.

  
Principal  
PRINCIPAL  
Avanthi's Saint Theresa Institute of  
Engineering & Technology  
GARIVIDI (Cheepurupalli)  
Vizianagaram Dist A.P.