



**ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY**  
(A State University of Government of Assam constituted by "Assam Science and Technology University Act, 2009")  
Tetelia Road, Jalukbari, Guwahati-781013  
Email: [fao@astu.ac.in](mailto:fao@astu.ac.in)

**NOTIFICATION**  
**REFUND POLICY OF ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY**

No. ASTU/FEES/15/2013/part-II/ 3588

Dated: 10.03.2025

*Based on the guidelines circulated vide Letter D.O. NO.F.2-71/2022(CPP-II)(C-114546) dated 12<sup>th</sup> June, 2024, UGC (Ministry of Education, Govt. of India) .*

Notwithstanding anything contained in any guideline/prospectus/notification/schedule, a full refund of fees shall be made by Assam Science and Technology University on account of all cancellation of admissions/migration of students are being made in the lights of the UGC circular from time to time.

A deduction of Rs. 1000/- as a processing fee will be charged for such refund.

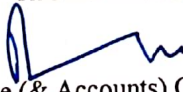
- 1) For in-campus admission of students the percentage of refund of fee will be initiated as below:  
(UGC Notification issued in October 2018 on Refund of Fees)

Category	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received by the University
(i)	100%	15 days or more before the formally notified last date of admission.
(ii)	90%	Less than 15 days before the formally notified last date of admission.
(iii)	80%	15 days of less after the formally notified last date of admission
(iv)	50%	30 days or less but more than 15 days after formally notified last date of admission
(v)	0%	More than 30 days after formally notified last date of admission

This will be valid until issuance of the revise policy.

- 2) For any other cases, payment once made cannot be refunded.
- 3) For multiple payment for the same purpose or category of payment, the refund will be initiated on submission of application by the candidate in plain paper with necessary document for verification. On verification of such payment, refund will be initiated within one month from the date of such valid application and refund will be made to the candidates account only.
- 4) No Cash transaction will be made for this purpose.
- 5) Incase if your payment has been debited but not updated please send a mail to [fao@astu.ac.in](mailto:fao@astu.ac.in) .

This has been issued with due approval of the appropriate authority.

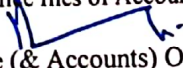
  
Finance (& Accounts) Officer  
Assam Science and Technology University, Guwahati

No. ASTU/FEES/15/2013/part-II/

Dated: 10.03.2025

Copy for information:

1. Secretary to the Honourable Vice Chancellor, ASTU, Guwahati.
2. The Registrar, Assam Science and Technology University, Guwahati.
3. The Academic Registrar, Assam Science and Technology University, Guwahati.
4. The Controller of Examinations, Assam Science and Technology University, Guwahati.
5. The Deputy Controller of Examinations, Assam Science and Technology University, Guwahati.
6. All Academic Heads & faculty members, ASTU.
7. The Cashier/ Co-ordinator of Induction Program, Assam Science and Technology University, Guwahati.
8. Office files of Accounts, ASTU, Guwahati.

  
Finance (& Accounts) Officer  
Assam Science and Technology University, Guwahati

