



BABA SAHEB AMBEDKAR INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Managed by Baba Saheb Ambedkar Technical Educational Society)

BSAITM Bhawan, Plot No. 13, Budhella, Vikaspuri, New Delhi-110018

Ph: 011-45150467, 9810509249 Email : info@bsates.com URL : www.bsates.com

Order No.0201-26/03

Dated : 01.04.2026

Office Order

Refund Policy for Students

This Refund Policy is applicable to all students admitted to the institute for various courses/programs.

SPOC: The Single Point of Contact(SPOC) is Mr. Varun Mehra (Director Skills) 7982581807

1. Admission Cancellation

Students seeking cancellation of admission must submit an email along with the scan copy of original fee receipt and relevant documents to the info@bsates.com. No written application will be accepted. No verbal requests, whatsapp, or requests sent to any other email address will be considered valid. Students are advised to clearly mention their Name, Course, Roll Number, Contact Number, and reason for refund in the email.

2. Refund Rules

Refund of fees shall be processed as per the following conditions:

Sr. No.	Condition	Refund Amount
1	Cancellation before commencement of classes	Full tuition fee refund after deduction of registration fee and Rs.1000 as per UGC norms
2	Cancellation within 15 days from commencement of classes	75% of tuition fee refundable
3	Cancellation within 30 days from commencement of classes	50% of tuition fee refundable
4	Cancellation after 30 days from commencement of classes	No refund shall be applicable

3. Non-Refundable Charges

The following charges are non-refundable under any circumstances:

- Prospectus fee
- Examination Fee
- Uniform/Book Charges
- ID Card Charges

4. Security Deposit

Refundable security deposit, if any, shall be refunded after clearance of all dues and submission of No Dues Certificate.

5. Refund Processing Time

After refund approved by the committee at the end of every month, the refunds shall be processed within 30 working days from the date of submission of complete documents.

6. Refund Committee Members

Dr. J Dasgupta	Chairman
Mr. Aditya Dasgupta	Dean
Mr. Varun Mehra	Director(Skills)
Ms. Anuradha	Principal
Mr. Raj Kumar	Principal-Polytechnic
Ms. Harpreet Kaur	Member
Ms. Priya Asodia	Member
Mr. Prateek Bindal	Member
Mr. Ajay Chaudhary	Advocate Supreme Court of India

6. Mode of Refund

Refund shall be made only through bank transfer/cheque in the name of the student as per institute records.

7. Authority

The decision of the institute refund committee regarding refund matters shall be final and binding on all students.

Dr. J Dasgupta

Chairman
BSAITM

CC : 1. Dean Academics, BSAITM, Vikaspuri New Delhi
2. Admission Deptt, BSAITM, Vikaspuri New Delhi
3. Finance Deptt. , BSAITM, Vikaspuri New Delhi
3. Office File, BSAITM, Vikaspuri New Delhi