

Dr. B. R. Ambedkar University Delhi
Office of the Dean (Student Services – I)

Process of Withdrawal After Closing of Admissions (After 30th September 2025)

2. All requests for withdrawal of admission after 30th September 2025 (the closing date of admission process for UG & PG programmes) shall be entertained only in physical mode. Requests through online mode/email will not be accepted.
3. Applicants (UG & PG) who wish to withdraw their admission shall apply and submit all the required documents to their respective School office.

Documents to be submitted to the School Office:

- a) AUD Registration Form
- b) Fee Acknowledgement Slip
- c) Duly filled Withdrawal Form (Annexure–14) as per the Admission Brochure 2025–26 [Click here to view Admission Brochure 2025–26](#)
- d) Bank Account Details (Cancelled Cheque or Copy of Passbook)
- e) Clearance Certificate / No Dues Certificate

Procedure:

4. Upon receipt of all the required documents from the applicant, the respective School Office shall prepare a note sheet enclosing all the verified documents, duly signed by the Dean and Programme Coordinator of the concerned School. The file shall then be forwarded to the Student Services Division (Dean SS–II) for necessary action to omit the applicant's name from the *Student Life Cycle Management System*.
5. The Student Services Division (SS–II) shall thereafter forward the complete file to the Finance Division for processing of the refund as per the UGC Refund Policy 2025–26, available on the University website:
[UGC Fee Refund Policy 2025–26](#)
6. The entire process of withdrawal and refund shall be completed within four (4) weeks from the date of submission of all necessary documents to the respective School.

SD/-
(Dean, Student Services – I)
Dr. B. R. Ambedkar University Delhi