



29th September, 2026

Process of Withdrawal After Closing of Admissions (After 28th September 2026)

1. All requests for withdrawal of admission after 28th September 2026 (the closing date of admission process for UG & PG programmes being 21st September 2026) shall be submitted to the respective School Office.

2. Applicants (UG & PG) including ITEP 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:

- AUD Registration Form
- Fee Acknowledgement Slip
- Duly filled Withdrawal Form (Annexure-14) as per the Admission Brochure 2026-27
- Bank Account Details (Cancelled Cheque or Copy of Passbook)
- Clearance Certificate / No Dues Certificate

Procedure:

3. 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.

4. The Student Services Division (SS-II) shall thereafter forward the complete file to the Finance Division for processing of the refund as per the Refund Policy 2026-27.

5. 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.

(Dr. Jyotirmoy Bhattacharya)
Dean, Student Services – I (Admissions)
Dr. B. R. Ambedkar University Delhi

संकायाध्यक्ष/Dean
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