

ANNEXURE-III

Admission Process, Fee Refund and Admission Cancellation Policy

(Applicable for students admitted in AY 2025-26)

Admission Process

- Apply (Online/Offline) for the program at OPJU School of Engineering, School of Management, School of Science.
- Application should be accompanied by Application Fee of Rs. 1000 for Diploma, Undergraduate, Postgraduate Program and Rs 2000 for Doctoral Program payable online (Internet banking/Credit/Debit card) or DD/Bank Transfer.
- A merit list will be announced for eligible candidates for each round. The shortlisted candidates will be asked to appear for Counselling. On subject to fulfilment of requisite conditions, eligibility and verification of documents a provisional admission offer letter will be issued to the candidate. The candidate is required to deposit the fee within the stipulated date.
- One Time Deposit (OTD) Rs 15,000 needs to be paid along with the seat allotment fee. For an MBA program, seat allotment is Rs 50,000. The seat allotment shall be adjusted toward Enrollment Fee on confirmation of admission and in case of admission cancellation by student OTD will be Non Refundable.
- If the candidate doesn't pay full fee by the stipulated date, the admission would be deemed cancelled and the seat will become vacant for the next round of Counseling.
- There will be three rounds of Counseling and after that if there are any unfilled seats, it will be filled on the basis of rolling Counseling (First come first serve basis).

Admission cancellation Policy and Refund of deposited fee

Cancellation of admission will be amused only in the form of written request received at Registrar office, OPJU within stipulated time announced by the university and all admission cancellation processed as per rules prescribed by OPJU, however fee refund (Excluding OTD) shall be processed post Last date of admissions announced by competent authority. Students can submit their admission cancellation request in the mail id shreya.tiwari@opju.ac.in & cc to amit.sinha@opju.ac.in.

Fee Refund Policy on Admission Cancellation for Indian students.

Time Period (from the day of admission offer)	Deduction
One Time Deposit (OTD) Rs 15,000/-	Full Deduction (No Refund).
0-15 Days	Rs 1000/-
15-30 Days	15% of Semester Academic Fee
30-45 Days	30 % of Semester Academic fee
Beyond 45 days/Commencement of class	No Refund