



THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 0172-2615385, 2622584-85 FAX : 2660734

No.PSBTE&IT/DA/2024/

293

Dated:

18/09/24

**Instructions for Fees Refund for (Diploma in Engineering, LEET and Modern Office
Practice) Session 2024-25 :**

1. Candidates can apply for refund of fees through his/her existing online counseling login ID-created earlier on admission portal (eakadamik).
2. Candidate must mention the bank details very carefully, Board will not be responsible for any mistake or wrong information.
3. **Candidate can apply for fees refund in the below mentioned cases:-**
 - a. **Excess Registration Fees Paid:** For the candidates who have deposited the Online counselling Registration Fees for more than one time for the same stream due to non-receipt of the successful payment message from the Bank. In such cases, only the excess payment is required to be refunded to the candidates without any deduction.
 - b. **Excess Admission Fees Paid:** For the candidates who have deposited the Admission Fees for more than one time for the same stream due to non-receipt of the successful payment message from the Bank. In such cases, excess Admission Fee should be refunded without deducting any amount from the same.
 - c. **Refund of withdrawn seat but admitted in other institute:** For the candidates who have withdrawn any particular allotted seat and have been allotted some other seat in another/same institute. In such cases, due to different fee structure of various institutes, student were required to pay the Admission fee again for new admission, so in such cases, excess Admission Fee paid by the candidate should be refunded without deducting any amount .
 - d. **Refund of Cancelled Seats and not admitted in any institute:** For the candidates who have opted to cancel the allotted seat and have not been allotted any seat in any other institute. In such cases, as per previous practice Rs. 1000/- will be deducted from the admission fee deposited by the candidate and the rest of amount will be refunded to the candidate.
 - e. **Refund of Admitted students:** For the candidates who took admission and the current status of the candidate is admitted and such candidate has opted for refund of fees, in such cases, as per previous practice Rs. 1000/- will be deducted from the admission fee deposited by the candidate and the rest of the amount will be refunded directly to the candidate. Thereafter the seat / registration of the candidate will also be cancelled and the candidate will not have any claim whatsoever for that particular seat.
4. Candidates are informed to submit their request for fee refund with the stipulated time i.e. **20.09.2024 to 20.12.2024**.
5. Applications/ requests for refund of fees received after the last date shall not be entertained in any case.
6. Attach the proof of payment along with application (Bank receipt for offline payment and screenshot print out for online payment).
7. All the institutes are requested to guide the students as per the instructions mentioned above.