

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Payment Gateway Refund-Procedure set-Sanctioned-Orders issued.

ACCOUNTS I

No.CUSAT/ACNT1.A2/3298/2024

Dated,KOCHI-22,02.08.2024

Read:-1. Circular No CUSAT/CASH(B).A3/123509/2023 dated 22/06/2024

2. Letter No. DS/Ph.D Scholar/2023 dated 12.07.2024

ORDER

The University implemented payment gateway system to streamline the fee collection in the University and the latest circular in this regard is read vide (1) above. After its implementation the University started to receive requests for refund against the receipts taken through the payment gateway system. There is an established procedure in place in the University for the refund of fees to the students. Based on that system, the following orders are issued by the Vice Chancellor to reiterate the system, for the speedy disposal of refund requests.

1. The Departments/Schools/Centres/Sections concerned should forward the refunds requests immediately along with fee receipts and connected documents to Academic Division for due processing.
2. The Academic Division on receipt of the documents, after due processing, shall issue necessary university orders for the refund of the same forthwith.
3. After getting the University orders, the Department/School/Centre/Section concerned shall prepare and forward a CB for effecting the refund to the respective student.

Dr. S Santhosh Kumar *
Finance Officer

To:

1. All Heads/Principals/Directors of Departments/Schools/Centres
2. All Joint Registrars/Deputy Registrars/Assistant Registrars
3. All Section Officers
4. PS to VC/PVC, PA to Registrar/ FO/CE
5. Day File/Stock File/File copy

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