

Guidelines for Fee Refund Module

The procedure for refund of admission fee deposited in Board's account is as under:

1. The online request for fee refund can be made on the website www.psbte.gov.in between 13th Aug. to 31st Aug. 2009. No request will be entertained after 31st Aug. 2009.
2. No written application for refund shall be entertained in the office of the board or Institute.
3. The candidate shall login at www.psbte.gov.in using his user id and password after which he shall go into refund menu. The following information shall be required to be entered by the candidate.

S. No.	Description	Remarks
1.	Roll No.	Input by the candidate
2.	Password	Input by the candidate
3.	Amount of Fees deposited	Input by the candidate (To be checked with bank database.)
4.	Date on which fees is deposited	Input by the candidate (To be checked with bank database.)
5.	PNB branch where fee deposited	Input by the candidate
6.	Amount of Refund claimed	Input by the candidate
7.	Complete Postal Address where refund is to be posted along with phone number	Input by the candidate

On verification of the information (supplied in the form) from bank/PSBTE database, the refund of fee shall be confirmed by 5th Sep. 2009 and the candidate shall be sent the cheque of refund amount by post.

In case of candidate having deposited excess amount with respect to the applicable admission fee he shall claim a refund of excess fee only.

Illustration : The candidate was admitted in Thapar Polytechnic in first counseling ,after depositing a fee of Rs. 13575 he was later shifted to to CCET chandigarh in second counseling, the amount of refund claimed shall be $13575 - 4725 = 8850$.

Once a candidate applies for fee refund, he automatically forfeits his claim for his allotted seat, which shall be an irreversible process.

As per AICTE guidelines the candidates who have confirmed their seat at allotted institute, shall face a deduction of Rs. 1000 from admission fee.