

38. REFUND AND FORFEITURE OF FEE

- a. Rs. 2,000/- + convenience charge paid at the time of counselling Registration is non-refundable under any circumstance including statutory reasons.
- b. If a candidate wants to cancel a seat during or after seat allotment in Round 4, entire Total Fee paid by the candidate will be forfeited and he/she may be required to pay prescribed penalty additionally.

39. REFUND POLICY OF TOTAL FEE

STATUS OF CANDIDATE	FEE REFUND PROCESS
a) Accept & Freeze status after cancellation period of Round 3	Not applicable
b) Candidates exercising the option of Reject & Withdraw in Round1, Round2 and Round 3	Total Fee paid is refundable (Convenience fees are not refundable)
c) Reject and Upgrade candidate of Round2 or Round 3 who did not get any seat in Round4	Total Fee paid is refundable (Convenience fees are not refundable)
d) Reject and Upgrade candidates who clicked on 'EXIT' after Round3 allotment to exit the counselling process	Total Fee paid is refundable (Convenience fees are not refundable)
e) During or after seat allotment in Round 4	There will be NO REFUND and entire Total Fee paid WILL BE FORFEITED
f) Candidates cancelling the seats in Round1, Round 2 or Round 3 Seat Cancellation period	Total Fee paid will be refunded. (Convenience fees are not refundable)

NOTE Refund, if applicable, will be done only to the same account/card that was used at the time of making the ONLINE fee payment initially. Refund cannot be initiated to any other account. Claims such as amount was paid by the internet cafe person, cousin, friend etc. and requesting refund in self-account will not be entertained. Therefore, the candidates are advised to pay the required total fee through their own bank account or their parent's bank account only.

40. SEAT CANCELLATION POLICY

- a. Any candidate, who has accepted a seat during Round1, Round2 or Round3, can cancel their seat within the time period mentioned in Counselling Schedule for Seat cancellation. Such a candidate is not eligible to participate in any of the subsequent rounds.
- b. **There is no facility to cancel the seat during or after the seat allotment process in Round 4 and the candidate has to join the allotted college. Please check fee refund policy in the Refund and Forfeiture Policy section of this document.**
- c. Mode of Seat Cancellation is through applicant login only and seat cancellation cannot be done through phone, email, post etc., and COMEDK reserves the right not to respond to such requests

41. WHEN CAN CANDIDATE CANCEL THEIR SEAT

DESCRIPTION	SEAT CANCEL PERIOD
a) Accept & Freeze and Accept & Upgrade seats in Round1	As per schedule/ deadline for seat cancellation before start of Round 4. Round1 candidates can cancel their seat during seat cancellation period of Round1 or Round 2 (KKR seats ONLY) or Round 3
b) Accept & Freeze and Accept & Upgrade seats in Round2 and Round 3	As per schedule/deadline for seat cancellation before start of Round4. Round 1, Round2 & Round 3 candidates can cancel their seat during seat cancellation period of Round2 (KKR approved candidates only) & Round3 respectively.
c) Accept & Freeze candidates in Round4	No seat cancellation is accepted under any circumstances and the candidate has to join the allotted college

- d) In case a candidate wishes to cancel his/her seat, he or she has to cancel the seat during the seat cancellation period only, which will enable him/her for refund of entire Total fee paid at COMEDK level.
- e) There is no seat cancellation period during or after Round4. Any candidate allotted a seat in Round4 will have to join the college that is allotted.
- f) **If a candidate whose name is in the final list, fails to join/report and continue the study in the allotted college, he/she will not only forfeit the entire tuition fee including other fees paid at COMEDK level but also be liable to pay a penalty of five times the fee.**

42. STEPS TO CANCEL SEAT DURING SEAT CANCELLATION PERIOD

a) Only candidates interested in cancelling their seats have to follow the below steps. Please note that seat once cancelled cannot be retrieved again and it will be added to the seats made available for the subsequent round. Therefore, it is advised to exercise caution before cancelling the seat and to take consent from your parent/guardian before doing so.

PROCESS STEP NUMBER	HOW TO PROCEED
STEP 1	<ul style="list-style-type: none"> Login to application using Laptop/desktop Click on Seat cancellation Tab
STEP 2	Click on "Seat cancellation" Button
STEP 3	<p>Verify the details in form and proceed only after understanding the implications of your actions.</p> <p>In case you would still like to seat cancel/cancel your seat, Click on "Yes" Button for seat cancellation and proceed.</p> <p>Implications: You will have no claim on the cancelled seat and you will not be eligible to participate in any subsequent rounds'</p> <p>If you do not wish to cancel your seat then click on "No" button</p>

STEP 4	If you clicked 'YES' system will ask you again "Are you sure you want to cancel your seat, since you will not be able to participate in any further rounds?" Click on "Yes" Button for seat cancellation and proceed.
Step 5	Click on "Submit" button if you are sure you want to /cancel your seat. Please note that a seat once cancelled cannot be claimed by the candidate and the DECISION taken is final. Hence, please BE CAREFUL before cancelling your seat.
Step 6	An OTP will be sent to your Registered Mobile Number as a first step of authentication. A password will be sent to your Registered Email id as a second step of authentication
Step 6	Click on 'SUBMIT' button to provide confirmation of cancellation of your seat.
Step 7	Login again and click on "Seat cancellation" tab to view your seat cancellation confirmation. Take a print out of the same for future reference.

43. PROCESS OF REFUND AFTER SEAT CANCELLATION

- Refund will be done only to the same account/card that was used at the time of making the ONLINE fee payment initially. Refund cannot be initiated to any other account.
- Refund for Seat Cancellation will be processed within 15 days after the completion of entire COMEDK counselling process

44. GENERAL RULES

- COMEDK's responsibility is only to ensure fair and transparent evaluation of merit followed by single window counseling. Issues and grievances, if any, subsequent to the selection of seats which is outside the purview of and not connected with the Counselling Process of COMEDK is the responsibility of the concerned college to which the candidate is allotted and the regulatory agencies.
- COMEDK having thus become '*functus officio*' does not take any responsibility other than the issues connected with its counselling process, when once it forwards the final list of candidates based on entrance test followed by single window centralized counseling and as such the candidates and others cannot subsequently set up any grievance against COMEDK.
- After the final round of Counseling, the list of selected candidates would be sent to all the regulatory authorities of the Government and the Colleges concerned besides sending it to the Hon'ble Admission Overseeing Committee.

CONSEQUENCES OF MALPRACTICES

- COMED-K recognizes that the examination/counseling related malpractice is a social evil that can damage society to the extent of possibly leading to a failed State. We believe that there is a chain effect of such malpractices on the educational system and the society as a whole. It is only the candidates who have studied very hard for the entrance test, and no one else and certainly not the touts and agents, who would face the adverse consequences leading to their professional life becoming totally miserable. The parents and the candidates are therefore advised to be extremely careful.
- COMEDK does not have any agents, liaison, admission offices, representatives or any other office/s other than the office mentioned in the website. The parents/ candidates are requested not to depend upon or deal with any person or organization/s claiming to be associated with the COMEDK activities or claiming to help with admissions. COMEDK will not be responsible for the same. www.comedk.org is the only official website of the Consortium. COMEDK is not responsible for information available on other

websites or elsewhere. COMEDK will not be responsible if any other agency claiming to be a consortium of professional institutions and using similar sounding names and logos. COMEDK will not be liable for any loss or damage that may be suffered or incurred directly or indirectly in this regard.

- f. COMEDK considers the following as some of the illustrations (not necessarily exhaustive) of malpractices:
- Impersonation;
 - Candidates found entertaining touts and agents
 - Blocking of seats by candidates in any manner.

45. DISPUTES, GRIEVANCES AND MISCELLANEOUS

- a) Any dispute or grievances that may arise in respect of the seat selection process and admission including the payment of fees may be addressed to studenthelpdesk@comedk.org for redressal and the language of communication, oral or written, must be only in English or Kannada.

46. ASSISTANCE TO CANDIDATES

- a) In case of queries, candidates are advised to go through the counselling process document and instructions/notifications on the official website of COMEDK before seeking assistance through phone/email.

Call: 080-46671060	Monday to Friday - 10:00 AM to 5:00 PM Not operational on Saturdays, Sundays and Public Holidays Candidates are requested to use email for queries.
Email: studenthelpdesk@comedk.org	Mails will be answered within 3 working days.
Website:	www.comedk.org

- b) COMEDK suggests all the candidates to visit the COMEDK website regularly for all updates besides checking their communication tab in candidate login, registered email and mobile number frequently.

NOTE i) COMEDK reserves the rights to make appropriate changes/modifications to the above counselling selection process and the same would be notified on its website.

ii) All information provided regarding college facilities, are as per the information provided by the respective colleges, COMEDK is not responsible for the same.