

06/09/2021

DY Patil Deemed to be University

School of Occupational Therapy

Policy on student-centric issues

The issues regarding the cancellation of admission and retention of original documents were discussed at length by in-charges of first, second, third & fourth year BOT students and incharge of BOT interns. The following recommendations are unanimously forwarded to the Dean, School of Occupational Therapy.

A. Cancellation of admission:

- 1) Since, the admission to BOT course is centralized, the admission cancellation policy of the university shall be applicable.
- 2) However, if any student requests for cancellation of admission after the stipulated time period as mentioned in point (1), then the following guidelines shall be applicable.

- a) For withdrawal, a handwritten application has to be submitted by the students.
- b) The refund time frame of one month will not be applicable once the classes begin. Therefore, no refunds will be applicable after commencement of classes.
- c) The students will have to clear all the dues to cancel his/her admission.

B. Retention of documents: Once the enrollment process is completed, all the original academic and personal certificates shall be returned to the student after retaining self attested copies of all such documents. All such documents should be kept in the office for record purpose.