



C08724

**SRM INSTITUTE OF SCIENCE AND TECHNOLOGY**

(Deemed to be university U/s 3 of UGC Act, 1956)

Transport Policy for the academic year 2025-2026

The refund of transport charges / fee deposited by the students to avail the transport facility for the academic year 2025-2026 shall be governed by the policy laid out as hereunder:


1. The withdrawal of transport facility, once availed, is not permitted. However, the students may be permitted to withdraw the facility and claim the refund of transport charge / fee only on account of any of the reasons given below:
 - a. Admission Withdrawn
 - b. Availed off-campus hostel facility of the University
 - c. Shifting of residence to nearby locations of the campus and hence refund is not applicable.
2. The refund will be processed only after making applicable deduction from the deposited amount or collecting applicable transport charges as per the table given hereunder. The deduction/charges applicable will be calculated on the total annual transport charges for the whole session 2025-26:

S.No	Withdrawal / Submitted	Amount of Deduction / Transport charges applicable
A	Before commencement of classes	No Deduction
B	Upto the 30th days from the date of commencement of classes	25%
C	Upto the 31st day to 60th day from the date of commencement of classes	50%
D	Upto the 61st day to 180th day from the date of commencement of classes	75%
E	After the 180th day	No Refund

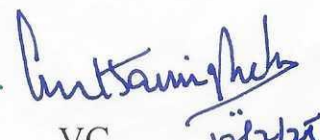
3. The application for refund / adjustment of transport charges or withdrawal of the facility, duly verified by the Registrar / DR / AO/ Dean should be submitted with the transport department.
4. Transport ID card and Transport Fee receipt in original must be submitted along with the Transport withdrawal Application / Request to process the case for Refund / Adjustment.
5. For Bus Route transfers or missed bus pass, for issuing of duplicate bus pass Rs.250/- charges is applicable.


General Manager - Transport

M. ANAND
General Manager - Transport
SRM Institute of Science and Technology
Kattankulathur - 603 203.


Dy. Registrar


Registrar


VC