



Notified on 02/08/2018.

Notification

Sub: UGET 2018 – Procedure for surrender of seats taken during first round of Architecture Counselling.

First round of architecture counselling was held on 27.07.2018. After the first round of counselling the candidates will be provided with an opportunity to surrender the seats which they have selected during the first round.

The surrender policy has been explained at page 15 of the Counselling Process Document under the heading “Refund and Forfeiture of fee”. It is mentioned therein that the candidates can surrender/cancel their seat only through the surrender form online during the time period specified for surrender/cancellation of seat. Accordingly, the following would be the procedure for online surrendering of seats:

- 1) Candidates who are desirous of surrendering/cancelling their seat can surrender/cancel their seats online only through their applicant login from 12.00 Noon of 04/08/2018 to 05.00 PM of 06/08/2018.

Note: After 05.00 PM of 06/08/2018 the surrender option would get automatically disabled and any plea for extending the last date will not be entertained.

- 2) The candidates can access the surrender form by logging into their applicant login. The candidates have to login to their application form using their user ID and password and click on “**surrender form**” tab. Please note that here is no separate email or fax or any other mode of communication for seat surrender.
- 3) Candidates are required to go through all the details carefully in the surrender form and submit the same. Once the surrender form is submitted, no changes can be made to the same.
- 4) After the surrender of seat, if the candidate opted to attend the second round counselling, he/she has to bring a fresh DD for Rs.5,000/- (This is in addition to the DD already deposited with COMEDK).
- 5) If the candidate, after surrendering his/her seat, opted not to participate in the second round, he/she can claim the refund of Rs50,000/- out of Rs 55,000/- deposited with COMEDK during the first round for which they have to furnish the bank details and this amount would be sent through

NEFT/RTGS after the receipt of **Original Allotment letter, Fee receipt and Verification card** issued by COMEDK.

- 6) The candidate has to send the **Original Allotment Letter and Fee receipt and Verification card** issued during Round 1 at the time of counselling along with printout of **surrender form**, to COMEDK office by Registered Post/ Speed Post only (with AD) to the following address.

COMEDK , No 132, Second
Floor, 11th Main,17th Cross,
Malleswaram, Bangalore-560
055 Karnataka

- a) Once the Original Allotment letter, Fee receipt and Verification card is received at ComedK office;
- For all cases for which documents are received by 10th August 2018, the refund will be processed within 20th August 2018
 - For all cases for which documents are received after 10th August 2018, the refund will be processed in 7 working days.
- b) If the candidate changed his/her mind and would like to attend second round, he/she shall bring a DD for Rs.55,000/- apart from other mandatory original documents, as mentioned in the counselling process document.

Note: Please ensure that the bank data entered is correct in all respect since any subsequent request to change the same will not be entertained and COMEDK cannot be held responsible for wrong data entered by the candidates.

- 7) The candidates are required to take the consent of their parents for surrendering the seats and to claim refund.

CAUTION: There is no provision for surrender of seats either during or after the commencement of the second round.

Further, all other terms and conditions set out in the counselling process document and other notifications shall prevail to the extent not contrary to the process/procedure explained above.

Secretary, COMEDK

Sd/ Executive