

NOTIFICATION
(ADMISSION WITHDRAWAL & FEE REFUND POLICY FOR STUDENTS)

It is to state that the policy of **admission withdrawal / cancellation & Fee refund for students**, is hereby notified for due enforcement as described in the succeeding paragraphs:-

Students who decide to withdraw from the course must apply to Suresh Gyan Vihar University in writing. All applications for refund of fees will be considered individually. The cases of refund will be collectively put up to **fee refund committee**. The committee will decide the cases according to the guidelines given below:

All refunds are decided by the University. Prior to consideration for any refund, all necessary withdrawal or interruption of studies related procedures must have been completed by the student and the student recorded as withdrawn by the Registrar's Office.

1. In case of excess Payments:

Any amount paid in excess of the amount payable for a semester, the excess amount will be refunded without deduction.

2. Non-refundable fees:

If in any case, the applicant has knowingly or willfully concealed or suppressed any information /fact or found impersonating an applicant or found using any fraudulent means for getting admission to the University, which renders him ineligible for the admission, the admission of such an applicant shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. Such an applicant will not be entitled for the refund of any fees or any other compensation by the University.

3. Fee Refund for Mid -Course withdrawal:

If a student withdraws from the programme / course of study in between, without completing the programme for whatsoever reason there will be pro-rata refund of fee whatsoever, as per decided norms.

4. Procedure of refund:

- Application Form for refund is to be obtained and submitted to the Registrar (at Single Window) and at the University Campus only.
- Refund will be made only after the applicant has surrendered the original fee receipt, ID card (if already issued), No-Dues Certificate, and any other document as required by the University at the time of refund.
- Refund, if any, will be made through the account payee cheque only in the favour of the applicant concerned who had applied for admission.

Where a candidate expires during the course of study, the entire fee of current semester shall be refunded.

The university has followed UGC directions issued under Notification D.O. No.1-3/2007 (CPP-II) dated; December 2016 (6th December 2016), on the subject “Remittance and Refund of fees and other student-centric issues”, point No. 4.2 (sub point 4.2.3, 4.2.4, 4.2.5) as per details given below:-

4.2.3 If a student chooses to withdraw from the program of study in which he/ she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the students. University shall notify the date of Commencement of session, and last date of admission which will be 15 days after the commencement of session:

Sr. No.	Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is served to HEI / University
1	100%	15 days before the formally – notified last date of admission.
2	80%	Not more than 15 days after formally – notified last date of admission.
3	50%	More than 15 days but less than 30 days after formally – notified last date of admission.
4	00%	More than 30 days after formally – notified last date of admission.

**(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*

4.2.4 In case of (1) in the table above, the university shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

4.2.5 Fees shall be refunded to an eligible student within fifteen day from the date of receiving a written application from him / her in this regard.
(Bears approval of Competent Authority)


[Madhusudan Sharma]
Registrar

Copy to: [Team SGVU]:

1. All Deans, Directors, Principals, Vice-Principals & HODs
2. The CFAO / Controller of Examination / Director (IQAC)
3. Joint Director DEC/Chief Proctor / Chief Librarian / T & P Cell
4. Dy. Reg. (A&L / Research / I.O.) / I/c International Office / Finance / OSD to President
5. Chief Warden, Hostels / Campus Manager / Sports Officer
6. Asstt. Reg. (A&A)/ Asstt. Reg. (HR) / SIO Acad. / Admission Officer

CC for kind information:

1. Hon'ble President
2. Hon'ble Pro- President (Acad.)

Bcc:

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor


[Madhusudan Sharma]
Registrar