



Per E-mail

SGVU/REG/2014-15/1012

Dated: 23 Jan. 2015

NOTIFICATION

Sub.: Refund Policy SGVU for Session 2015-16.

It is to state that the '**Refund Policy, SGVU for session 2015-16**', duly **approved** by **Hon'ble Chairperson**, SGVU, is hereby notified for due enforcement as described in the succeeding paragraphs:-

Students who accept the offer and subsequently decide to withdraw from the course must notify 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 in the first week of September. The committee will decide the cases according to the rules given below:

All refunds and transfers are at the discretion of the University. Prior to consideration for any refund or transfer, all necessary withdrawal or interruption of studies procedures must have been completed by the student and the student recorded as withdrawn by the Student Office.

1. In case of excess Payments:

- (i) Any amount paid in excess of the amount payable on account of prospectus fee, may be refunded.
- (ii) Any amount paid in excess of the amount payable towards the provisional registration may be adjusted towards the fee payable at the time of admission, if admitted otherwise will be refunded subject to other conditions prescribed herein.
- (iii) Any amount paid in excess of the amount payable for a /semester may be adjusted towards the fee payable for subsequent /semester(s).

2. In case of withdrawal of admission by the applicant 1st Year Students or lateral entry in second year.

- a. In case an applicant withdraws before the start of the programme/session and if the seat consequently falling vacant is filled by another waitlisted applicant (if any) by the last date of admission, the total amount already deposited by the applicant, after a deduction of Rs. 5,000/- for provisional registration, may be refunded.
- b. In case an applicant withdraws within two weeks after start of the programme/session and if the seat consequently falling vacant is filled by another wait listed applicant (if any) by the last date of admission, the total amount already deposited by the applicant, after a deduction of Rs. 10,000/- (which includes Rs 5000 for provisional registration and Rs 5000 for semester Tuition fee.) may be refunded.
- c. In case an applicant withdraws after two weeks from start of the programme/session and before 15th September, after a deduction of 50%, the fee may be refunded.

- d. In case an applicant withdraws after 15th September there shall be no refunds.

In case the University does not start any programme, then the entire amount deposited by the applicant on account of provisional registration, tuition fee, hostel fee and transport fee is refundable.

3. Non-refundable fees

- (a) Amount paid for Prospectus and Entrance Fee is non-refundable fees under all circumstances.
- (b) If in any case, the applicant has knowingly or willfully concealed or suppressed any information /fact or found impersonating a 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.
- (c) In case a student was given a provisional admission and he could not qualify the exam (eligibility criteria) the fee would be refunded after deducting Rs. 5000/- as admission processing fee.

4. 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 no refund of fee whatsoever.

5. Hostel Fee Refund Policy

A student seeking admission in Gyan Vihar campus hostel is required to deposit hostel fee. Once admitted in the hostel, a student is not allowed to withdraw his/her admission from hostel in the current session and there will be no refund of the fee whatsoever.

6. Procedure of refund

- (a) Application Form for refund is to be obtained and submitted to the Registrar and at the University Campus only.
- (b) Refund will be made only after the applicant has surrendered the original fee receipt, ID card (if already issued) and any other document as required by the University at the time of refund.
- (c) After the start of the programme/session, no application for refund will be entertained, except as provided under above clauses.
- (d) Refund, if any, will be made through the account payee cheque only in the favour of the concerned applicant who had applied for admission.

7. Date Schedule

Course fee: In case of withdrawal or cancellation of admission, the refund of course fee would be as per the following schedule:

Date of withdrawal	Deduction of Amount
Application received on or before 1 st August of the year	Rs 5000/-
Application received on or after 2 nd August to 15 th August of the year	Rs.10000
Application received after 15 August to 15 th September of the year	50% of fee
Any request after 15 th September of the year	Not admissible

Release of Payment cheques will be on 30th September of the year

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

[Bears approval of the Competent Authority]

[Narhari Sharma]
Registrar

Copy to:

All concerned officers SGVU [As per standard Circulation]

CC for kind information:

1. Hon'ble Chairperson (Ref. approval, dated: 18 Jan. 2015)
2. Hon'ble Chief Mentor
3. Hon'ble President
4. Hon'ble Pro-President

In
Hard
Copy
also

Copy also endorsed for kind information to:

[A] Prof. A.K. Khare Chief Adviser to Hon'ble Chairperson

[B] The CFAO (Shri Ajay Tripathi)- In reference to his note, dated: 22 Jan. 2015.

Remarks: Authorized Officer Incharge, Mr. Prateek Singh will please place a copy of this Notification on the University Website immediately.