



Notification No. SUAS/RO/21/275-A

Dated: 04/01/2022

**Subject: Policy for Refund of Academic and other Fees of Students
on Cancellation of Admission.**

For the information of all concerned, Symbiosis University of Applied Sciences' Policy for Refund of academic fees of students on cancellation of admission is hereby notified. The Policy will be as per Annexure 'A' to this Notification.

This notification will come into effect from the date of its issue.

A green handwritten signature of Vishal Choudhary.

Vishal Choudhary

Registrar (I/C)

Copy to

1. E.A to Pro-Chancellor: for information of Pro-Chancellor
2. E.A. to Vice-Chancellor: for information of Vice-Chancellor
3. All School Directors/Program Heads
4. All teaching staff.
5. Controller of Examinations
6. Chief Finance and Accounts officer
7. Head Admission and Team

Annexure A

Notification No. SUAS/RO/21/275-A, Dated 04.01.2022

Policy for Refund of academic fees of students on cancellation of admission.

APPLICABILITY AND ENFORCEMENT:

- a) It shall be applicable to Undergraduate and Postgraduate Programs run by Symbiosis University of Applied Sciences (SUAS), Indore.
- b) It shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

RULES FOR REFUND OF FEES:

PROCEDURE:

Cancellation/ Withdrawal of Admission:

- i. A student shall apply for cancellation of admission in the prescribed format to the University.
- ii. The University after following due procedure will cancel the admission of the applicant and shall refund fees to the student within 15 days from the date of his/ her Submission of application with receipt of fee payment and bank details.

PART A:

Rules for Refund of Fees:

If a student applies to withdraw/ cancel his/ her admission from the program of study in which he/ she is enrolled, the following five-tier system shall be followed for the refund of fees remitted by the student.

Sr. No.	Point of time when Student applies for withdrawal/ cancellation of admission	* Percentage of Refund of Fees
1.	15 days or more before the formally-notified last date of admission	100% (After deducting Processing Charges of Rs. 5000/- or 5% of fees paid, whichever is lower)
2.	Less than 15 days before the formally-notified last date of admission	90%
3.	15 days or less after the formally-notified last date of admission	80%
4.	30 days or less, but more than 15 days after the formally- notified last date of admission	50%
5.	More than 30 days after the formally-notified last date of admission	00%

Notes

- i. *For the purpose of calculation of percentage of refund the amount of fees required to be paid for the 1st instalment of the respective course excluding caution money and medical fees shall be considered. If the deposited amount is less, then candidate needs to pay the balance amount.
- ii. The last date of admission shall be the last date of admission notified by University at the time of admission of the concerned student. If University extends the last date of admission after the admission of concerned student, such date will not be considered as last date of admission for calculation of days, for the purpose of refund of fee.

MEDICAL FEES

Medical fees of the student are deposited to the hospital which takes care of health of students and to the Insurance Company, immediately

after the student obtains provisional admission. Hence, this amount is NON-REFUNDABLE.

In case the student's admission is cancelled for reasons what so ever, he/she will continue to draw all benefits under the said scheme for that particular Academic Year.

REFUND OF DEPOSIT:

- i. Refund of deposits shall be subject to such deductions as may be necessary on account of any damage to the property of the University such as breakages to laboratory equipment, assets such as computers, gadgets etc., loss of library books for which the student would be responsible.

REFUND OF FEES IN OTHER CASES:

- i. In case, admission of student is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the University, No Refund of fees is permissible. Only the security deposits would be refunded to the student.
- ii. In any other case which is not covered in these rules, the decision would be taken by the Vice Chancellor.

TRANSFER OF FEES IN CASE OF TRANSFER OF ADMISSION TO ANOTHER SCHOOL OF SUAS:

- 1) In case a student applies for transfer of admission from one School of SUAS to another School of SUAS, the transfer application shall be processed and if approved by the University; the transfer of fees shall be as under:
 - a. If the student applies for transfer of admission to another school of the University before commencement of the program, then 100% fees shall be transferred to the other School. In case, the program fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student.

- b. If the student applies for transfer of admission to another School of the University, after commencement of the program, then the proportionate amount of academic fee shall be deducted and remaining amount after deductions shall be transferred to the other School. In case, the program fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student.
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- 2) If the student applies for transfer of admission to another School of the University and his/her transfer is approved by the University then the first School from where the student has been transferred will hand over certificates/ documents to the student, to enable him/ her to submit the documents /certificates in the other School.

PART B:

NON REFUNDABLE FEES

- 1) Application form fee
- 2) Medical fee