



SYMBIOSIS UNIVERSITY OF APPLIED SCIENCES, INDORE

(Established by Govt. of M.P. vide Act No. 23 of 2016 & Recognized by UGC u/s 2(f) of 1956 Act)

Notification No. SUAS/RO/22/109-A

Dated: 03/08/2022

Subject: Rules for refund of Program Fees and Hostel and Mess fees for Symbiosis University of Applied Sciences.

For the information of all concerned, Symbiosis University of Applied Sciences' rules for refund of Program Fees and Hostel and Mess fees are hereby notified. The rules will be as per Annexure `A' to this Notification.

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

Vishal Choudhary

Registrar (o)

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/22/109-A, Dated 03.08.2022

Rules for refund of Program Fees and Hostel & Mess fees for

Symbiosis University of Applied Sciences, Indore

1) Policy for refund of Program Fees and Hostel & Mess Fees:

Point of time when Student applies for withdrawal/ cancellation of admission	Percentage of Refund of Fees Paid
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)
Less than 15 days before the formally-notified last date of admission	90%
15 days or less after the formally-notified last date of admission	80%
30 days or less, but more than 15 days after the formally-notified last date of admission	50%
More than 30 days after the formally-notified last date of admission	00% (No refund)

2) Rules for refund of Program Fees and Hostel & Mess Fees:

- a) Students are required make a written application for cancellation of admission and refund of fees addressing to Vice Chancellor, SUAS in the prescribed format in stipulated timeframe. Refund shall be given only if student has submitted application for refund in the prescribed format failing to which refund could not be given.

- b) The University after following due procedure will cancel admission of the student and shall refund fees as applicable.
- c) Provisionally admitted student shall not be eligible for any refund of fees paid if he / she fails to meet the eligibility criteria within the stipulated time lines prescribed by the University.
- d) If admission of the student becomes "deemed cancelled" during the semester / academic session due to non-fulfillment of any of the University's policies including but not limited to Term Not Granted (TNG), Year Down, Poor attendance, nonpayment of dues /fees then he / she shall not be eligible for;
 - i. Refund of any type of fees paid to the University (Hostel / Mess/ Medical/ Academic/ Exam / Others)
 - ii. Any transfer of fees paid from one Academic Year to another Academic YearFurthermore during an academic session or semester a student is eligible for refund only as per University's Refund Policy and only if the student submits an application in prescribed format within the stipulated timeline in this regard. Student applying for refund after expiry of the stipulated timeline shall not be eligible for refund or transfer of fees.
- e) Program Fees and Hostel & Mess Fees paid by such student shall not be refunded or adjusted against any other fees or shall not be carried forward. Such student shall be required to take fresh admission in the subsequent academic year if he / she is willing to pursue the said program and shall pay again the applicable fees for the said program.
- f) Mess fees are included in hostel fees and cannot be refunded on pro rata basis.
- g) Hostel fees are for entire academic year and as such student going for internships or placements or out of campus for some projects shall not get any discounts or refund.