



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/23/138

Dated: 29/07/2023

Subject: Rules for refund of Program Fees for AY 2023-24 for Symbiosis University of Applied Sciences.

For the information of all concerned, Symbiosis University of Applied Sciences' rules for refund of Program Fees for AY 2023-24 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.



Udayprakash Raghunath Singh

Registrar

Copy to

1. E.A. to Vice-Chancellor: for information of Vice-Chancellor
2. Controller of Examinations
3. Chief Finance and Accounts officer
4. Head Admission
5. All Staff

Annexure A

Notification No. SUAS/RO/23/138, Dated 29.07.2023

Symbiosis University of Applied Sciences, Indore

Rules for refund of Program Fees for AY 2023-24

1) APPLICABILITY AND ENFORCEMENT:

- a. The Policy is applicable to all Undergraduate and Postgraduate Programs offered by Symbiosis University of Applied Sciences, Indore.
- b. The Policy will come into force from Academic Year 2023 - 24 and shall have regulatory force on extent as well as future grievances over issues and matters covered herein.

2) Policy for refund of Program Fees:

Sr. No.	Point of time when Student applies for withdrawal/ cancellation of admission	Refund Amount
1	Up to 31 st August 2023	After deducting Rs. 1,000/- towards processing and educational fees, the balance paid fee will be refunded
2	1 st to 30 th September 2023	After deducting Rs. 2,500/- towards processing and educational fees, the balance paid fee will be refunded
3	1 st to 31 st October 2023	After deducting Rs. 5,000/- towards processing and educational fees, the balance paid fee will be refunded
4	After 31 st October 2023 cancellation of admission for any reason whatsoever it may be.	NO REFUND

3) Rules for refund of Program Fees:

- a) Students are required to 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.
- e) Program 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.

