

# Student Admission Cancellation & Refund Rules

## Coverage

The categories of students covered by this document include all Under Graduate (UG), Post Graduate (PG) and Research (M.Phil./Ph.D.) Students studying/ applied (current students and applicants) for various program/course offered by Srinivas University.

## Definition of Terms

Formally notified last date of admission means the last day prescribed for admission of a student to a course or a program against a vacant seat at Srinivas University.

1	All Non-Engineering UG (under graduate) programs	30 May 2019
2	All Engineering UG (under graduate) and PG (Post Graduate) programs	10 July 2019
3	All PG (post graduate) programs except Engineering and MBA program	10 July 2019
4	MBA Program	15 July 2019
5	B.Des and M.Des programs	15 July 2019

**Table 1 : Components of Fees**

FEE COMPONENTS	COLLECTION TIME
Application Fee	One time - Non Refundable
Registration Fee	One time - Non Refundable
Tuition Fee/Course Fee	Per annum - Refundable*
Hostel Fee	Per annum - Refundable*

Caution Deposit	One time – Refundable*
Transportation Fee	Per annum - Refundable*

\* Subject to deduction of applicable processing charges, fines and other deductions

### Original Supporting Documents

- 1. Original fee paid receipt
- 2. Provisional Allotment Letter (PAL)
- 3. Bank pass book front sheet and Cheque leaf (cancelled) of the bank to which transfer of money is to be done.

### Grounds for a Refund and the Amount to be Refunded

The student may cancel admission by submitting an application for cancellation and may request for refund of fee. The Student entitlement of refund, amount of refund and the circumstances as follows:

Table 2 : Student entitlement of refund, amount of refund and the circumstances

REASON	CANCELLED BY	PRESENT REFUND PRACTICE
Student hasn't cleared the qualifying examination required for admission	University	<b>Full refund</b> of Tuition/Course Fee after deducting INR 5,000 as processing fee
Program has been cancelled	University	<b>Full refund</b> of Registration, Tuition / Course Fee
Student request for change in study campus/course	Student	<b>No refund</b> , INR 5,000 deducted as processing fee and balance fee adjusted towards the new course fee. As per specific rules
Student chooses to withdraw from the program of study	Student	As mentioned in the table 3 below***
Loss of Eligibility due to shortage of attendance	University	<b>No refund</b>

Student Detained because of backlogs	University	<ul style="list-style-type: none"> <li>• Full Refund of Tuition Fee of next year if paid.</li> <li>• Hostel and Transportation fee subject to prorate deduction</li> </ul>
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\*\*\*Student chooses to withdraw from the program of study

Table 3 : \*\*\*

SITUATION	AMOUNT OF REFUND
Refund request received more than 15 days before the formally notified last date of admission	5% of Tuition / Course Fee maximum up to INR 5,000
Refund request received on or after the Formally notified last date of admission	<ol style="list-style-type: none"> <li>1. Less than 15 days before the formally notified last date of admission – 10% deduction of Tuition Fee</li> <li>2. Less than 15 days after the formally notified last date of admission – 20% deduction of Tuition Fee</li> <li>3. 30 days or less but more than 15 days after the formally notified last date of admission – 50% deduction of Tuition Fee</li> <li>4. More than 30 days after formally notified last date of admission – No Refund</li> </ol>
Refund request to be processed within 30 working days from the receipt of original supporting documents	

**Note :** All Original Certificates of Students will be returned after admission is officially approved from the University.