



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/EC/19/056
Date: 17/01/2019

NOTIFICATION

Subject: Adoption of UGC guidelines on Refund of fees.

As recommended by Academic Council in its 31st Meeting and as approved by the Executive Council in its 29th meeting, the adoption of UGC guidelines w.r.t. Refund of fees, is hereby notified for the information of all the concerned.

1. No fee shall be charged from the candidates for Admission Brochure.
2. Student is required to deposit advance Tuition fee only for the semester/year.
3. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student:

Sr. No	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is received in HEIs
1	100%	15 days before the formally-notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days OR less after the formally-notified last date of admission
4	50%	30 days OR less but more than 15 days, after formally-notified last date of admission
5	00%	More than 30 days after formally notified last date of admission

* (Inclusive of course fees (Annual Tuition Fee) and non-tuition fees (Annual Fee; One Time Charges & Hostel Charges) but exclusive of security deposit). Mess Fee shall be deducted on pro-rata basis.

4. In case of (1) in the table above, an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.
5. Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

The above shall be applicable with effect from the Academic Session 2019-20.

Copy to:

1. All Deans, for information.
2. Heads/I/c Heads, for information.
3. Finance Officer, for information.
4. Dean (Academic Affairs), for information.
5. All Section Heads, for information.
6. PS to VC for the information of Hon'ble Vice Chancellor.
7. I/c Website, for uploading the same on the University website.
8. Concerned file.


Registrar