



# श्री माता वैष्णो देवी विश्वविद्यालय

## SHRI MATA VAISHNO DEVI UNIVERSITY

Sub Post Office, Katra-182320, Jammu & Kashmir

Ref No: SMVDU/A&E/11/1427

Date: 9<sup>th</sup> February 2011

### OFFICE ORDER

**Consequent upon the approval accorded by the Executive Council in its 16<sup>th</sup> Meeting held on 30<sup>th</sup> November 2010, the Minutes of which were notified vide No: SMVDU/A&E/11/1378, dated 31<sup>st</sup> January 2011, Hon'ble Vice Chancellor is pleased to notify the Revision in the Fee Refund Rules at SMVDU as detailed below;**

- 1) ***In case a student opts for withdrawal of admission before the first date of registration (as may be indicated in the academic calendar) but not on 25<sup>th</sup> of August or later than the date of closure of admission 100% of the annual tuition fee shall be refunded after deducting Rs. 1,000/- as cancellation charges.***
- 2) ***In case a student opts for withdrawal of admission one day before 25<sup>th</sup> of August or the date of closure of admissions, whichever is earlier; 100% of the annual tuition fee shall be refunded after deducting Rs. 1,000/- as cancellation charges.***
- 3) ***In case a student opts for withdrawal of admission on 25<sup>th</sup> of August or on the date of closure of admissions whichever is earlier, annual tuition fee shall be non-refundable.***
- 4) ***No refund (except the security deposit) can be claimed in case of the withdrawal on 25<sup>th</sup> of August or on the date of closure of admissions; whichever is earlier.***
- 5) ***Full security deposit shall be refunded irrespective of time of withdrawal but not after one year from the date of admission in case of cancellation. Otherwise security deposit shall be refunded after completion of degree for regular students.***
- 6) ***Fee Under all the other heads shall be refunded partially or fully depending upon actual duration of stay (on 25<sup>th</sup> of August or on the date of closure of admissions; whichever is earlier) on the campus which shall be determined on case to case basis. e.g., hostel rent and mess charges are refundable as per actual stay of the student in the hostel. A room shall be treated as occupied incase the student has been allotted the same in the hostel although the student may not have occupied the same physically. Fee under all such heads except security shall become non-refundable on or after the date of closure of admissions in that Programme/ School/ College.***
- 7) ***These fee refund rules shall be applicable to fresh admissions at the first semester only. And there shall be no refund, whatsoever, in the subsequent semesters.***
- 8) ***University shall release amount of refund within a maximum period of three months from the date a student applies for the same. Refund shall not be treated as a matter of right however the same shall be done only after the student applies for the same on a prescribed format and the case is processed as per the rules in vogue. Incase of appearance of any discrepancy or objection that may be raised by the claimant, the decision of Vice Chancellor shall be final and binding. Please note that the date of closure of admission shall be notified on the University website at least one week in advance.***

*Deep A. Kaur*  
9-2-11  
Registrar

Copy to:

1. All Deans/Director and Finance Officer Information.

For implementing the same in the Prospectus 2011