



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

POLICY FOR REFUND OF FEES

Approved by the Board of Governors in its 28th Meeting held on
17th September 2022

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Policy for Refund of Fees

1. **Title:** This Policy shall be known as 'Policy for Refund of Fees'.
2. This Policy shall come into force from the date of approval of the Board of Governors of the University.
3. Unless it is evident from the context and having regards to the generality of this policy that a clause intends to mean otherwise: words denoted in the singular shall include the plural and vice versa; words denoted in any gender shall include all genders.
4. The Policy for charging of fees/refund of fees for professional programmes, conducted by the University, shall be as per the orders passed from time to time by the Hon'ble Supreme Court of India.
5. All students are admitted provisionally till they deposit prescribed fees, pass certificates as per eligibility criteria, other certificates as applicable and mentioned in the admission order.
6. This Policy shall have coverage only in the following cases:
 - 6.1 Any student who opts, in writing, to withdraw from the programme on or before the last date of withdrawal as stipulated in the admission order.
 - 6.2 Any student who does not join the programme on the prescribed date of joining as stipulated in the admission order.
 - 6.3 Any student whose admission is cancelled on account of his giving false information/certificate(s) or has concealed some information.
 - 6.4 Any student who is expelled by the university on account of proven indiscipline and/or misconduct.
 - 6.5 Any student who has been given provisional admission inspite of his not having the qualifying examination result declared by the examining body.
7. Refund of fees shall be as follows:
 - 7.1 Registration Fee & Admission Fee is non-refundable.
 - 7.2 In case of clause 6.1 & 6.2, 100% tuition fee will be refunded. However, processing charges, as prescribed by the University from time to time, will be deducted from the refundable amount.


Registrar
Swami Rama Himalayan University

- 7.3 Admission of a student shall be cancelled if it is found at a later stage that he had secured admission by giving false information/certificate(s) or has concealed some information, the fee deposited shall be forfeited and such a student shall also be liable to pay the fee for the remaining duration of the programme. In such a situation, the University reserves the right to take such other action as deemed fit.
- 7.4 Fees paid by a student shall be forfeited in case he is expelled by the University on account of proven indiscipline and/or misconduct. Such a student shall also be liable to pay the fee for the remaining duration of the programme.
- 7.5 There may be a case where a student is provisionally admitted into a programme inspite of his not having the qualifying examination result. In such an event, the provisional admission order stipulates the date by which a student is required to submit the qualifying examination result in support of his meeting the eligibility criteria for admission to the programme. In case a student fails to submit documentary evidence of his meeting the eligibility criteria for admission by the stipulated date, his provisional admission will stand cancelled and no refund shall be made.
- 7.6 There may be cases where a student leaves the programme mid-stream thus depriving the right of another meritorious student who could have taken admission. In order to avoid such a situation and also to ensure that seat(s) in the programme do not remain vacant, candidates who obtain admission will be required to submit at the time of joining either a bank guarantee for the tuition fee of the entire duration of the programme or post-dated cheques in favour of Swami Rama Himalayan University for the balance unpaid tuition fee of the entire duration of the programme as cash security. The University shall have the right to encash the bank guarantee/post-dated cheques in case the student leaves the programme mid-stream, after the admission.
8. After deduction of all dues & claims, if any, Security Deposit will be refunded to a student after successful completion of the programme by him.
9. If a student who is offered scholarship or fee concession and his admission is cancelled due to any reason, he shall be treated as a non-scholarship student/non-recipient of fee concession, for refund purposes.
10. Request for withdrawal shall be submitted by a student to the Principal of his college/school. All refunds will be processed by the University. A refund will be made only after the student has surrendered the college/school ID card, original fee receipt and the dues clearance certificate, wherever applicable.
11. All refunds shall be made only to the bank account of the student/parent as per the details furnished by him at the time of admission.


Registrar
Swami Rama Himalayan University

12. The mode of the payment of refund will be through NEFT/RTGS/Cheque only. In case of Foreign/NRI student, the refund will be made as per RBI/Foreign Exchange regulations along with applicable bank charges.
13. No admission is considered auto-withdrawal until required formalities are completed as per this Policy.
14. No interest is payable on refund of fees/deposit.
15. All disputes shall be within the legal jurisdiction of Dehradun only.
16. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any or all provision(s) mentioned herein above in this Policy, without any notice.
17. Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision. The decision of the Vice-Chancellor shall be final.


Registrar
Swami Rama Himalayan University