

# SINGHANIA UNIVERSITY

## PACHERI

### REFUND POLICY

**Objective:** This refund policy will be applicable to cancellation of Course fees, Program fees, subject fees, accommodation fees, other fees.

#### REFUND OF FEE AND CHARGES:-

##### i. Tuition Fee:

Case 1: In case a student applies for admission in a course in the University and pays full fee and charges but decides not to join the course within 15 days from the date of admission, then s/he may get refund amount of upto 50% of the amount paid less processing fee.

Case 2: In case a student applies for admission in a course and pays full fee and charges and has also registered for the course programme, and leaves after 15 days of the date of admission, then s/he may not get any refund amount.

Case 3: In case a student dies or is rendered physically handicapped because of any mishap or illness that would make him/her unable to pursue the studies, then, the matter of refund would merit extraordinary discretion of the Vice-Chancellor to decide about.

##### ii. Hostel and Mess Charges:

- a. The annual charges on these facilities would be operational for twelve months in a year; Hostel fees include only accommodation charges and electricity charges. Other charges such as laundry and mess charges are not part of hostel fees.
- b. In case a student wishes to withdraw from the hostel facility due to any compelling reason after paying the hostel fees within 15 days from the date of admission, 50% of the hostel fees is refundable less processing fees.
- c. In case a student wishes to withdraw from the hostel facility due to any compelling reason after 15 days from the date of admission, then s/he may not get any refund amount.
- d. In case of medical student Hostel fees includes mess charges. Refund policy will be same as point b and c above.
- e. The student desirous of leaving the Hostel for any compelling reason must give One month notice to the warden before the date of leaving.
- f. The student leaving the hostel mid-way will have to furnish a no-dues certificate from the warden and the receipt or an affidavit stating the receipt no. along with the no-dues certificate. The affidavit will be prepared in the manner of the refund of the caution money.

##### iii. Other Fees – Non-refundable

Registration, Application, Admission, Entrance Exam, Migration, Convocation, Transcript, Correction, Duplicate Marksheet/Degree, Hardcopy, Verification and any other document fees are **non-refundable**.

**iv. Redressal of grievance regarding refunds:** In case of any grievance/s regarding the refund/s, the student may write to the Redressal Committee appointed by the Vice-Chancellor annually. In case the student is not satisfied with the decision of the committee, s/he may appeal to the Vice-Chancellor for redressal. However, his decision will be final in the matter.

**v. Wrongly payment of fees into other student account.**

While making on-line payment of University fees, due to system/typo error if paid to other student account, then Student must inform in writing to Accounts@singhaniauniversity.ac.in along with payment details, after verifying bank transaction, amount will be refunded fully to student same bank account via gateway payment.

**vi. Payment of fees to wrong head**

While making on-line payment of University fees, due to wrong selection of head if fees paid by the Student then no amount will be refunded.

**vii. Payment of refunds (Refund form)**

- Students must complete the Student Refund Request Form and submit to Accounts@singhaniauniversity.ac.in
- Refunds shall be made, within 15 working days of receipt of refund request.
- Candidate must provide following information about bank along with the request
  - i. Name of Account Holder
  - ii. Relation with student
  - iii. Bank Name
  - iv. Bank Branch and address
  - v. Account Number
  - vi. IFSC code of the Bank
- The refund may be applied in writing or through an e mail which is registered with the University. The University will not be held responsible for any disputes or other matters arising due to the completeness or correctness of the particulars provided in the refund request. The student unconditionally agrees that the particulars provided are correct in all respects and will not make the University party to any disputes which may arise due to furnishing of such particulars.
- The date of receipt of letter or email shall be treated as date of request. Delay or non-receipt of request shall be responsibility of the candidate.
- The University's Refund policy as set out above applies to these refunds.

**viii. Student expulsion**

Students excluded from the University for Disciplinary Reasons, or deported from the country for contravening visa requirements will forfeit all fees.