

Information and Process along with online/offline Application for Fees Refund

CANCELLATION OF ADMISSION:

The student may cancel his/her admission up to the 30 days after the formally notified last date of admission for the said program. The cancellation of admission after this period is not permitted by the Institution as the seat remains vacant thereafter.

If a student resigns/withdraws from the program of study in which he/she is enrolled, the Institution shall follow the following system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the Institution
1	100% *	15 days or more 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

NOTE:

- *Caution money / Security deposit, which are not part of the fees chargeable, shall be refunded in full.
- In case of (1) in the table above, the Institution shall deduct 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.
- Fees shall be refunded by the Institution to an eligible student within fifteen working days from the date of receiving a written application from him/her in this regard.
- In case of point (5#) in the table above, if the student leaves the course or in the event of cancellation of his / her admission, due to any reason whatsoever, anytime after the 30 days of formally - notified last date of admission, the student is liable for payment of the fees for the remaining period of complete tenure of his/her program of study, to the Sumandeep Vidyapeeth Deemed to University as the seat remains vacant thereafter. In that event, Sumandeep Vidyapeeth has all the rights to recover the payment of the fees for the remaining period of complete tenure of his/her program of study, by redeeming unconditional bank guarantee / Un-dated cheques submitted by the student at the time of admission or through any other appropriate legal procedure against the student/parent/guardian for the recovery of entire outstanding amount against him/her.