



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

## Circular 6 of 2024

### Fee Refund Policy for the Academic Year 2024-25

**WHEREAS**, the university has been adhering to the provisions outlined in the UGC Notification on Refund of Fees & Non-Retention of Original Certificates, 2018, and Fee Refund Policies/ Guidelines issued from time to time. In accordance with these provisions, the university has been refunding the fees to students who cancelled their admissions.

**AND WHEREAS**, the University Grants Commission (UGC) has issued a policy regarding the Fee Refund for the Academic year 2024-25 on June 12, 2024, vide letter D.O.No.F.2-71/2022(CPP-II) (C-114546), outlining the procedures for the refund of fees due to cancellations of admissions/ migration of students for the Academic Year 2024-25.

**NOW THEREFORE**, it is hereby informed that the University will refund fees according to the provisions stated in the UGC refund policy dated 12<sup>th</sup> June, 2024 for the Academic Year 2024-25 as mentioned below:

Sr. No.	Particulars	Deduction	Refund
1	Cancellation of admission up to 30-09-2024	No deduction of fees	100% refund of academic fees and refundable deposits*
2	Cancellation of admission from 01-10-2024 to 31-10-2024	Rs. 1000/- for Processing Charges	Refund of academic and refundable deposits after deduction of Rs. 1,000/-*
3	Cancellation of admission from 01-11-2024	100% deduction as per UGC Notification issued in Oct 2018	No Refund of academic fees only refundable deposits will be paid.

**\* Notes:**

(i) The university will refund the amount after a proportionate deduction of hostel and mess fees for the duration of the hostel and mess facilities availed by the student till the date of cancellation of admission.

(ii) Deduction of the insurance premium of Rs. 349/- will be made from the refund amount if applicable since the University has paid an insurance premium on behalf of the student to a third-party insurance company. This amount is non-refundable. However, students can avail themselves of the benefits of the insurance scheme until the end of the valid period.





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(iii) Deduction of non-refundable admin fees (Symbiosis Centre for International Education), since the refunds of international students are to be processed in USD and the charges for foreign remittance will be recovered from these admin fees.

(iv) The refund will be transferred to the same bank account that was provided during the online application for admission cancellation. The University is not liable for any delays or errors due to inaccurate information provided by the student.

**The Finance Officer shall initiate the necessary action(s).**

The Finance Department will send a separate communication to the respective students regarding the refund process and any other relevant information about their cancellation of admission and refund procedures. This communication will ensure that students are informed of the specific details and steps involved in the refund process, providing clarity and transparency throughout the procedure.

This Circular is issued with approval of the Competent Authority.

SIU/U-11/2024/ 2729

Dated 26.06.2024

  
Dr. M. S. Shejul  
Registrar

