



Vill: Jamrung  
Taluka: Karjat  
District: Raigad  
Greater Mumbai  
Maharashtra  
Pin Code: 410210  
India

# REFUND POLICY

Vijaybhoomi University  
[Email address]

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## REFUND POLICY VIJAYBHOOMI UNIVERSITY - 2021-22

### 1.0 SCOPE

To facilitate smooth disposal of matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and / or after admission Vijaybhoomi University has framed a refund policy in accordance with the extant regulations framed by UGC from time to time.

#### 1.1 OBJECTIVE:

- ✓ To provide a transparent mechanism for refund of fees in case of withdrawal by the student from their chosen programmes.
- ✓ Adoption of Standard Operating Procedures in the matters related to refund of fees in the event of student's withdrawal from the programme.

#### 1.2 POLICY OWNER

The Primary owner of the policy shall be the Registrar of Vijaybhoomi University who will take the final decision in case of matters related to refund of fees. However, the secondary ownership will lie with the Dean of Admissions of Vijaybhoomi University. Vijaybhoomi University who will take all the requisite steps to retain the student and give their final recommendation to the Registrar.

The secondary owner shall also be responsible to ensure maintenance of necessary documents at the office.

#### 1.3 APPLICABILITY

This policy shall be applicable to the all the programs offered by Vijaybhoomi University.

### 2.0 POLICY HIGHLIGHTS

The candidate who has been provisionally admitted may request for withdraw/ cancelation of his/her admission by filing in the [Application for Withdrawal of Admission Form](#) and send it to [admissions@vijaybhoomi.edu.in](mailto:admissions@vijaybhoomi.edu.in) with a copy marked to [registrar@vijaybhoomi.edu.in](mailto:registrar@vijaybhoomi.edu.in) . Request(s) sent by any other means apart from the above will not be considered or processed.

When a candidate applies to withdraw/ cancel his/her admission from the programme of study in which he/she is enrolled before the commencement of classes as per the academic calendar of Vijaybhoomi University, the Constituent Institute/Department concerned shall follow the following five-tier system for the refund of fees remitted by the student as in

**Annexure 01.** The process for withdrawal shall be as per the student withdrawal and refund process.

The decision of Vijaybhoomi University Management shall be final.

## 2.1 PRE-FOUNDATION

Access to the pre-foundation programme shall be granted immediately after a candidate deposits the registration fee. The Pre-foundation Certification Fee is 10 percent of the first year's tuition fee.

## 2.2 LAST DATE OF ADMISSION:

*For the purpose of refund of Fees, the last date of admission will be considered as one day prior to the date of formally notified commencement of programme.*

The cut-off date for a refund for all programmes, commencing in July 2021, is Sunday, July 11, 2021.

### Note: -

- ✓ No refund shall be applicable for students if they apply for withdrawal after the commencement of classes. However, the head of the institution has the discretion in waving off.
- ✓ The initial processing fee paid for the course shall not be refunded. However, the head of the institution has the discretion in waving off the fee.
- ✓ Hostel fees shall not be refunded if in case the student has checked in to the hostel even for a day.
- ✓ The Student council fund and the Alumni fund are non-refundable.

Fees shall be refunded by the Institution to an eligible student within 90 days from the date of receiving a written application from him/her in this regard subject to the provisions given in Annexure 01.

## Annexure 01: Registration fees

Sl. No.	Percentage of Refund of Registration fees	Point of time when Vijaybhoomi University admission office receives the application for withdrawal of admission
(1)	100% with nominal deduction of Rs.1000 as processing fee	Before the formally notified last date of admission.

(2)	No refund	After the formally notified last date of admission
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### Annexure 02: 1st Year Tuition Fees

Sl. No.	Percentage of Refund of tuition fees	Point of time when Vijaybhoomi University admission office receives the application for withdrawal of admission
(1)	100% with nominal deduction of Rs.1000 as processing fee and fee for pre-foundation certification	15 days or more before the formally notified last date of admission.
(2)	90% with nominal deduction of Rs.2500 as processing fee and fee for pre-foundation certification	Less than 15 days before the formally notified last date of admission
(3)	80% with nominal deduction of Rs.5000 as processing fee and fee for pre-foundation certification	15 days less after the formally notified last date of admission.
(4)	50% with nominal deduction of Rs.5000 as processing fee and fee for pre-foundation certification	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

**Annexure 03: Hostel Security Deposit**

Sl. No.	Percentage of Refund of Hostel Deposit fees	Point of time when Vijaybhoomi University admission office receives the application for withdrawal of admission
(1)	100%	Before the formally notified last date of admission.
(2)	100% with nominal deduction of Rs.1000 as processing fee	After the formally notified last date of admission

**Annexure 04: Hostel Fees**

Sl. No.	Percentage of Refund of Hostel fees	Point of time when Vijaybhoomi University admission office receives the application for withdrawal of admission
(1)	100% with nominal deduction of Rs.1000 as processing fee	Before the formally notified last date of admission.
(2)	Pro-rata deduction at the rate of Rs 10,000 per calendar month	After the formally notified last date of admission



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