

FEES REFUND POLICY

Guidelines for Refund of Fees

1. Application for fees refund received up to 30th day will be accepted and thereafter no application for refund will be accepted. These Guidelines shall be applicable to all Certificate/ Diploma/ Bachelor/ Master and Research programs run by the University. **These Guidelines shall come into force with immediate effect.**
2. If a student was earlier admitted to a programme but later on transferred to some other programme having lesser programme fee, then for calculation of 20% or 50% deduction for the purpose of refund of programme fee, the fee of the programme in which applicant was originally admitted (before programme transfer) will be considered.

3. Verification of Students' Academic and Personal testimonials:

- i. Any prospective candidate seeking admission in University shall submit Self-attested photocopies of Original Academic Certificates and Testimonials like Marksheets / Degrees/ Birth Certificate/ Proof of Residence, Aadhar Card, PAN card, copies of Passport etc.
- ii. The University shall verify the Testimonials at the time of admission. Such Self-attested testimonials of students shall be CONSIDERED valid and authentic for all purposes and administrative requirements.
- iii. In case of any suspicion over the authenticity or genuineness of the testimonials, the reference may be made to the University or the Board which issued certificates to the student and the admission shall be provisional and subject to authentication.

4. Refund of Fees:

The University shall charge a fee from prospective students in advance only for the programme of study in which he/she is enrolled. If a prospective student chooses to withdraw from the programme of study in which he/she has taken admission, the University shall follow the following system for the refund of fees deposited by the students as per UGC guidelines:

Sr. No	Point of time when notice of withdrawal of admission is served to the University by the Student	Percentage of refund of Fees (Tuition Fees + Development Fees)
1.	15 days or more before the formally notified last date of admission	100%
2.	Less than 15 days before the formally notified last date of admission	90%
3.	15 days or less after the formally notified last date of admission	80%



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4.	30 days or less, but more than 15 days after the formally notified last date of admission	50%
5.	More than 30 days after the formally notified last date of admission	00%

5. Non-Refundable Fee:

- Withdrawal requests made after 30 days shall not be eligible for refund of Program fees. Amount paid for obtaining Application fee, Processing fee, Entrance fee, Late fee, Programme Transfer Fee, Migration fee etc. is non-refundable under all circumstances, unless in specific are prescribed as refundable.
- If in any case, a candidate has unknowingly or willfully concealed or suppressed any information/fact or if found impersonating or using any fraudulent means for getting the admission to the University or for obtaining scholarship, which renders him ineligible for the admission and/ or scholarship, the admission of such an applicant shall be cancelled and/ or he/she will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. That candidate shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the University. Fee and other charges, including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for the remaining/ entire duration of the programme.
- In case a fresher student leaves after 30th day or withdraws/ leaves in the midstream, in such case, that student shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the University. Fee and other charges, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for the remaining / entire duration of the programme.

6. Procedure of refund:

- For the cancellation of admission, a candidate has to apply in the prescribed form duly signed by him/her. The candidate has to enclose the original fee receipt and photocopy of "No Dues" (Original to be submitted at Admission Section) along with the refund Form.
 - If an applicant is admitted provisionally but later on does not satisfy the eligibility criteria, such an applicant will not be given any relaxation in refund.
 - Refunds will be calculated on an annual full fee for academic sessions.
 - No interest is payable on any amount deposited with university also including refundable amount, if any.
 - An applicant if joins and /or continues in the University facility like Library, Transport etc, as and if applicable, shall not be entitled for any refund and his/her application for refund will be considered as withdrawn, null & void.
 - All refund Applications will be processed within a maximum period of 30 (thirty) working days and will be Credited to the Bank A/c. of the Student.***
7. **Hostel Fee Refund:** The students who have applied for refund before the registration, full fee refund will be made. A student applying for refund after registration, refund will be made in case the seat is filled by the waitlist student. However, if the seat falls vacant,

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insuch case only the mess charges will be refunded.

Note: Hostel Fee will be collected for the Academic Year and no refund will be made for thenon-utilization of the Hostel during any part of the Academic year.

8. **Mess Fee Refund:** Mess fee shall be refunded on withdrawal from Hostel. Part stay in a month shall be considered as a full month.

The above policy is as per the guidelines of UGC.



Dr. Pramod S. Shinde
Registrar
Arunodaya University

Copy to:

1. Hon'ble Chancellor
2. Office of Sponsoring Body
3. Vice-Chancellor
4. Accounts Section
5. Examination Cell
6. Guard File

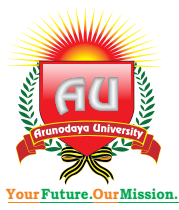
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Annexure –I

APPLICATION FORM FOR REFUND OF FEES

ACADEMIC YEAR _____

Date: _____

1. Name of the student: _____

Mob. No. _____

Email-id: _____

2. Course: _____

3. Fees paid:.

Sem: _____ : Rs _____ Receipt No. _____ Date: _____

Sem: _____ : Rs _____ Receipt No. _____ Date: _____

Any other Fees: Rs. _____ Receipt No. _____ Date: _____

Total fees paid: Rs. _____

(Original copy of Receipt should be enclosed)

4. Reason for refund-

5. Bank Account Details

Account No. _____ IFSC Code: _____

Bank Name & Branch. : _____

(Should be in the individual student's name only)

(First page of passbook copy/Cancelled cheque should be enclosed)

Student's Signature

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(For Office use only)

Tuition fees to be refunded – Rs. _____

Authorized Person

Accountant