

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2019/489

June 17, 2019

NOTIFICATION

Subject: Guidelines for Refund of Fees and other Student Centric Issues - reg.

1. This notification shall be in supersession to the earlier Notification no. SU/Reg./Notification/2017/353 issued on May 25, 2017 in regard to the 'Guidelines of Remittance and Refund of Fees and other Student Centric Issues'.
2. A prospective candidate seeking admission in Sharda University shall be offered provisional admission by the Admission Cell. After confirmation of Provisional admission to such candidates he/she shall deposit the requisite fee with the Accounts section and complete the Matriculation (Registration) formalities on the dates notified by the University. The University will notify the Commencement of Classes for each programme.
3. These Guidelines shall be applicable to all Certificate/ Diploma/ UG/ PG and Research programmes run by the University.
4. These Guidelines shall come in to force with immediate effect.
5. **Verification of Students' Academic and Personal testimonials:**
 - i. Any prospective candidate seeking admission in Sharda University shall submit self-attested photocopies of Original Academic Certificates and Testimonials like Mark-sheets/ 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 held 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 shall be provisional and subject to authentication.
6. **Refund of Fees:**

The status of the Institution, Affiliation, Accreditation, and Intake of Students in each course, Faculty and staff details, details about the Authorities of the University shall be disclosed on the University website.

The University shall charge fee from prospective students in advance only for the programme of study in which he/she is enrolled.

Ans

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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 five-tier system for the refund of fees deposited by the students:

Five-Tier	Percentage of Refund of Aggregate fees* (Semester/ Yearly)	Point of time when notice of withdrawal of admission is served to University
1.	100%	15 days or more before the Commencement of Classes (as notified in Academic Calendar). Only Rs. 5,000/- as Processing fee will be deducted.
2.	90%	Less than 15 days before the Commencement of Classes (as notified in Academic Calendar).
3.	80%	15 days or less after the Commencement of Classes (as notified in Academic Calendar).
4.	50%	30 days or less, but more than 15 days, after the Commencement of Classes (as notified in Academic Calendar).
5.	00%	More than 30 days after the Commencement of Classes (as notified in Academic Calendar).

*(Inclusive of Course fees and Non-Tuition fees (Semester or Annual) but exclusive of Caution Money/ Security deposit).

7. **Nodal Agency:** The Admission Cell shall be the nodal agency for processing refund applications. Candidates will be required to fill the Fee Refund Form (included in Appendix A) and get it approved from Director, Admissions and collect the refund from Accounts Branch of the University.
8. **Hostel Fee Refund:** A hostel room falling vacant on account of withdrawal by an allottee (irrespective of whether the room was occupied or not), if;
 - a. **Allotted to a wait listed candidate:** Only pro-rata fee will be deducted.
 - b. **Room remains vacant:** Pro-rata Mess charges will only be refunded.
9. **Bus Fee Refund:** The bus seat falling vacant on account of withdrawal by a student, if;
 - a. **Allotted to a wait listed candidate:** the bus fee shall be refunded after pro-rata deductions.
 - b. **The seat remains vacant:** no refund will be allowed.


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10. **Security Fee Refund:** Security Fee shall be refunded after submission of 'No Dues Certificate' and on approval of the designated official of concerned School/ Hostel. No dues certificate will not be required before matriculation (registration)/ occupation of hostel room.
11. **Mess Fee Refund:** Mess fee shall be refunded after pro-rata deductions on withdrawal from Hostel. Part stay in a month shall be considered as full month.

Enclosure: Appendix A: Fee Refund Form

This bears approval of the Competent Authority.


17.6.19
(Ashok Kumar Singh)
Registrar (Officiating)

To,

- All Deans of Schools
- The Finance Officer
- Director (Admission)

Copy to;

1. Chancellor/ Pro-Chancellor
2. Vice-Chancellor/ Pro Vice-Chancellor
3. Principal Advisor
4. All Directors/ Executive Director
5. Dean, Academic Affairs/ Students' Welfare/ Research *and* Chief Proctor
6. Finance Officer/ Controller of Examinations
7. Chief Warden/ Sr. Security Officer (SSO) / Legal Officer/ PIO/ PRO
8. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
9. Notification file