

Standard Operating Procedure for admission cancellation and refund of fees from college

1. For the cancellation of admission a candidate has to apply / need to write a request application form duly signed by him/her and counter signed by his/her parent/guardian to the Principal within 30 days from the date of admission asking for admission cancellation & also the refund the fees paid by the candidate;
Student may cancel his/her admission for the following reasons.
 - a) Due to financial problems
 - b) Got admission to another college
 - c) Got seat in the better course in another college
 - d) Any personal reason.
2. The Candidate has to submit the original Fee receipt and photo copy of "Non-Due" if any, along with the form.
Student has to take an acknowledgement from the college after giving cancellation application to return your documents .
3. Admission cancellation/ refund form with relevant details and with attached necessary documents must be submitted to the college office.
4. If a student is unable to visit college to apply for admission cancellation then the student may authorize parent /guardian/relative with a valid letter of authority signed by the student to complete the admission cancellation /refund procedure.
5. Refund of Fees will be as per the University guidelines and rules and eligibility for refund will be done by the college with reference to the details mentioned in the admission cancellation refund form by the student.
6. The percentage of fees for the course shall be refunded to the candidate after deducting respective charges if any, in the form of cheque by the college to the respective candidate.
7. Minimum 15 working days from the date of application of cancellation/refund will be required for verification / processing of the application & refund.

Refund of Fees

Refund of fees can be claimed as per Mumbai University's Circular No. UG / 412 of 2008

0.2859: Refund of Tuition, Development and all other fees after cancellation of admissions: The candidates who have taken admission in undergraduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before the 30th day after the date of cancellation and there after. The percentage of fees for the course shall be refunded to the candidate after deducting charges as follows:

Table-1: Fees Deduction on cancellation of admission

	(i)	(ii)	(iii)	(iv)	(v)	(vi)
	Prior to	Up to 20 days	From 21st day	From 51st day	From	Beyond
	Commencement	After	up to 50 days	up to 80 days	From 81 days	110 Days
	of academic	commencement	After the	After the	to 110 days	
	term and	of the academic	Commencement	commencement		
	instruction of	term of the	of the academic	of academic		
	the course	Course	term of the	term of the		
			Course	Course		
Deduction	Rs. 500/-	20% of the total	30% of the total	50% of the total	60% of the total	100% of the total
	Lump Sum	amount of less.	amount of fees	amount of fees	amount of fees.	Amount of Fees

NOTE :

The total amount considered for the refund of fees from the commencement of academic term of the courses including the following:

i) The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam. Fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.

ii) Fee collected for identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.

iii) All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation. Provided that wherever admissions are made through centralized admission process for professional and / or for any other courses by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission. Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses. Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009.

Refund of College Deposit

Application for the refund of college deposit must be made within one year of the applicant ceasing to be a student of the College, failing which the deposit amount will be forfeited.