

1<sup>st</sup> July, 2025

## **MEWAR UNIVERSITY FEE REFUND POLICY (ACADEMIC YEAR 2025-26)**

Mewar University (MU) Fee Refund Policy for new admission of students during the AY 2025-26 is modeled on Fee Refund Policy notified by University Grants Commission (UGC) **vide Notification D.o.No.F.2- 71/2022(CCPP-II) (c-1 14s46) dated June 12, 2024.**

This Policy shall be applicable to all Programs run by the University.

### **Procedure**

- 1.1 A student duly admitted (post payment of applicable fee) to 1<sup>st</sup> semester of any of the courses under any programme run by the University may apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admission or a later stage.
- 1.2 Application form for Cancellation/Withdrawal must be made in the prescribed format duly signed by the student and the parent(s).
- 1.3 Application for cancellation of admission/withdrawal should be made by applying along with the duly filled in refund application form and signed prescribed format (**Annexure A**) in person by the student or his/her authorized representative. Only written applications will be accepted duly signed shall be processed and no other mode shall be accepted.
- 1.4 The application of cancellation/withdrawal of admission, to be submitted by the student to the Dean of respective school followed and approved by Registrar based on their recommendations and in accordance with the policy guidelines.
- 1.5 In case, a programme is called off or discontinued because of any reasons, before the start of the academic session (1<sup>st</sup> semester), full fee deposited by the student shall be refunded.
- 1.6 On receiving the approval of the Registrar and after confirming the dues, the withdrawal/cancellation application will be forwarded to the Finance/Accounts department of University and it shall process the refund of the fees as under:

### **REFUND OF TUITION FEES**

The five-tier system as mentioned below for the refund of the fees deposited by the student shall be followed by the University to process the withdrawal/cancellation of new admissions:

<b>Sr. No.</b>	<b>Percentage of Refund of Tuition Fees**</b>	<b>Point of time when notice of withdrawal of admission is received in the Mewar University.</b>
1	100%*	15 days or more before the formally notified last date of Admission
2	90%	Less than 15 days before the formally notified last date of Admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days, after the formally notified last date of admission
5	00%	<sup>†</sup> More than 30 days after formally notified last date of admission

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**Note:**

a) The last date of admission for the AY 2025-26 shall be **30<sup>th</sup> August 2025** or as per UGC notification. The University reserves its rights to change / alter the above- mentioned last date of admission for the AY 2025-26.

b) \* In case of (1) in the table above, the University shall deduct an amount of Rs. 5,000/- as processing charges from the **REFUNDABLE** amount.

\*\* Caution money, security deposit, tuition fee shall be refunded as per the percentage specified in the above table. No dues certificate will be required for refund of caution money/security deposit.

The Caution/Security deposits will be refunded after adjustment / clearance of dues, if any, like the following:

- Alumni Life Member Fee @1,500/- (Compulsory).
- IT Damage Charges.
- University Property Damage Charges.
- Central Library Charges.
- Academics (Lab, Department Library/book bank, CRC, etc)
- Examination Dues.
- ID Card Charges Rs. 1000/- (If not returned).
- Any other dues (Gate pass Charges/Duplicate ID Card etc).
- Any other damage to the University property for which the student is held responsible.

Further, the one-time registration fees (which includes administrative, counselling, ERP, document verification etc.) charged by the University **AFTER REGISTRATION** as applicable for the respective program shall be **NON-REFUNDABLE**.

- c) Fees shall be refunded by the University to an eligible student within fifteen working days from the date of receiving a written application from him/her in this regard.
- (d) If a student who is offered MU scholarship decides to withdraw, he /she will be treated as a non-scholarship student and the withdrawal guidelines as given above will be applicable.
- e) In case, admission of student is cancelled on account of any disciplinary action or violation of Anti Ragging Regulations or breach of Code of Conduct or any other Rules and Regulations of the University, **NO REFUND of fees is permissible**. Only the respective deposits would be refunded to the student.
- f) In case, admission of student is cancelled on account of ineligibility ( due to suppression of factual details of academic qualifications or antecedents which are not found suitable) or detected at any stage which is attributable to him/her **NO REFUND** of fees will be permissible.
- g} If after getting registered for the Programme, candidate fails to produce documentary proof of minimum educational qualification by stipulated date given by the University or discrepancy is found in academic details furnished in the application form and the original documents submitted by the candidate, the admission shall be cancelled, and the fee deposited will be forfeited except the Security Deposits.

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- h) If any of the document(s) submitted by candidate to the University is found to be forged, fabricated or false during the period of his/her study or any instance of unfair means is found after admission, the admission shall be cancelled immediately, fees shall be forfeited, and legal proceeding may also be initiated.

#### **Transfer of fees for Admission to Other School/Department of MU:**

In case student applies for transfer of admission from one school/department of MU to another school/department of MU, the transfer application shall be processed and if approved by the Registrar; the transfer of fees modalities shall be as under:

- If the student applies for transfer of admission to another school/department of MU before commencement of the programme, then 100% fees shall be transferred ( except application processing charges)
- In case the programme fees are different in terms of prescribed fees, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student.

Students will need to fill in the transfer form and seek approval from Incharge Admissions and final approval by Registrar and in accordance with the Policy guidelines.

On receiving the approval of the Registrar and after furnishing the no-dues certificate, the withdrawal/cancellation application will be forwarded to the Accounts/ Finance department for processing the request for transfer dues/demands.

#### **Mewar University Hostel & Sports Charges Refund Policy**

The Mewar University Hostel & Sports Charges Refund Policy will be effective from the date of the notifying the said Policy.

#### **Refund of Hostel Charges**

Sr. No.	Percentage of Refund of Hostel Charges	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	Before the date of commencement of sessions (as notified by MU) or date of hostel occupancy (whichever is earlier**)
2	50%	Till 7th day of commencement of sessions (as notified by MU) or 7th day of hostel occupancy (whichever is earlier **)
3	25%	8th—10th day of commencement of sessions (as notified by MU) or 10th day of hostel occupancy (whichever is earlier)
4	0%	From 11th day of commencement of sessions (as notified by MU) or 11th day of hostel occupancy (whichever is earlier **)

The following shall be the procedure for the refund of Hostel Charges in case of withdrawal from the Hostel:

- \*\* The refund will also be applicable if the student fails to report on the date of commencement of the session or if the student has not occupied the hostel on the date specified for hostel occupancy."
- A hostel room remaining vacant on account of withdrawal by an allottee student: no refund will be allowed.
- Hostel shall have deemed to be vacated only after taking clearance from Warden/Hostel In-charge.

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4. Candidates appearing for re-examination for any subject(s) will be provided provisional admission, which will be confirmed only after the student satisfies the eligibility criteria of a particular program. In case, candidate fails to fulfill the Eligibility Criteria after the re-exam result, the advance hostel charges paid for provisional admission will be refunded.
5. In case, admission of student/Hostel allocation is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or breach of Code of Conduct or any other Rules & Regulations of the University, **NO REFUND of fees is permissible.**

#### **Refund of Sports Charges for Non-Hostellers/Day Scholars**

For the non-hostellers/day scholars, the following shall be the procedure for the refund of Sports Charges in case of withdrawal:

1. Till the date of Registration, a candidate is entitled for full refund of advance of Sport charges.
2. From the date of Registration for the program and having paid the Sports charges, the amount shall be refunded on pro-rata basis. For calculation of pro-rata deduction/refund, Semester shall be counted of 5 months duration (part of the month starting from day one will be considered full month for deduction).
3. Once registered, the refund shall be processed on completing the no due clearance issued by the Sports Officer.
4. Candidates appearing for re-examination for any subject(s) will be provided provisional admission, which will be confirmed only after the student satisfies the eligibility criteria of a particular program. In case, candidate fails to fulfill the Eligibility Criteria after the re-exam result, the advance sports charges paid for provisional admission will be refunded.

#### **Miscellaneous**

Refund shall be processed by Accounts/ Finance Department through online mode/ bank transfer after verifying all necessary documents including duly filled in application form or documents, necessary approvals and after completion of no dues process in all manners.

No interest shall be payable on refund of any fees in any case.

The University reserves all rights to modify and amend the Fee Refund Policy without any prior notice.

In any other case/situation which is not covered in terms of provisions of these rules, the final decision would be taken by the Vice Chancellor which shall be binding.

The Chancellor of the Mewar University may, in deserving and exceptional cases relax any of the provisions of this Policy.

Any disputes in this regard are subject to the legal jurisdiction of District of Chittorgarh, Rajasthan.

Candidates appearing for re-examination for any subject(s) will be provided provisional admission, which will be confirmed only after the student satisfies the eligibility criteria of a particular program. In case, a candidate fails to fulfill the Eligibility Criteria after the re- exam/final exam result, the advance fee paid for provisional admission will be refunded.

**Registrar**  
**Mewar university**

#### **Important Note :**

The Mewar University reserves the right to amend the policy, including timelines and terms, at its sole discretion. Any changes shall be communicated through official channels and will be applicable from the date of notification.

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**ADMISSION REFUND FORM**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Enrollment Id: \_\_\_\_\_ Mother Name: \_\_\_\_\_

Father Name: \_\_\_\_\_ Programme/Plan: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Aadhar No. \_\_\_\_\_

If Allotted, Hostel Room No. & Name: \_\_\_\_\_

\*(Hostel cancellation Form to be attached)

Fee Payment Details:	
Tuition Fee:	
Bus Fee:	Hostel Fee:
Security Fee:	Mess Fee:

Bank A/C No:	
Beneficiary Name::	Relation with the student:
Bank Name:	IFSC Code:

I hereby authorize you to transfer the refund amount to the father/ mother/ self's account.

\_\_\_\_\_ Date: \_\_\_\_\_

(Student's Name & Signature)

Reason for Withdrawal

**Please submit the following documents. Refund will be done only if all the documents are submitted: Annexure:**

- 1) Original Admission letter
- 2) Receipts of Amount Paid. (Photocopy)
- 3) Application Letter explaining the reason for withdrawal to the Director – Admissions at Mewar University.
- 4) Hostel / Transport cancellation form to be attached.(which ever applicable)

-----For Official use Only (to be filled up by the Office of the Director, Admissions)-----	
Fee Amount Deductions:	Fee Amount Refund:
Director Admissions:	Date:

Remarks: \_\_\_\_\_

**Registrar**  
**Mewar University**

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