



Ref. No. MRIIRS/R&S/2018/154

Dated: 11.06.2018

Notification

Subject: Guidelines regarding Withdrawal / Refund for Technical Courses i.e. Engineering / B.Arch. / MCA / MBA

It is notified for the information of all concerned that AICTE vide letter no. F.No. North-West/2018-19/1-3634045571 dated 10.04.2018 has granted approval to Manav Rachna International Institute of Research and Studies (Deemed to be University), Faridabad, for running Technical courses from 2018-19 and accordingly, AICTE Refund Policy for technical courses shall be as under:

- In the event of a student/candidate withdrawing before the starting of the course, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) shall be refunded/returned by the Institution. It would be not permissible for Institutions to retain the School / Institution Leaving Certificates in Original.
- If a student leaves after joining the course and if the vacated seat is consequently filled by another student by the last dated of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than Rs. 1000/- (Rupee One Thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable.
- In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time.
- Fee refund along with the return of Certificates should be completed within 7 days.

However, Refund Policy in respect of non-technical courses other than as mentioned above shall be as per UGC guidelines as already notified vide this office letter ref. No. MRIU/R&S/2016/428 dated 20.12.2016 (Copy enclosed and soft copy available on MRIIRS website).


REGISTRAR

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under Section 3 of the UGC Act, 1956)

(NAAC Accredited 'A' Grade)

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MANAV RACHNA
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Manav Rachna International University
Approved by Council for Technical Education, Uttar Pradesh, India.

Ref.No. MRIU/R&S/2016/428

Dated: 20.12.2016

Notification

Subject: Revised Guidelines in respect of Remittance and Refund of Fees issued by UGC vide letter No. D.O.1-3/2007(CPP-II) dated: 6th December, 2016.

It is hereby notified for information of all concerned that as approved by the Competent Authority, revised Remittance and Refund of fees as notified by the UGC in respect of Higher Education Institutions (HEIs) shall be implemented w.e.f. academic session 2017-2018, given as under:

(a) No Higher Educational Institution (HEI) shall make it mandatory for applicants to purchase the institutional prospectus any time during the course of the program of study. Purchasing prospectus shall be the personal choice of the student and he/she has all rights to decide against it in case he/she wishes to access the information from institutional website.

(b) HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for entire program of study or for more than one semester/year in which a student is enrolled is strictly prohibited as it restricts the student from exercising other options of enrolment elsewhere. This enabling provision is in line with the UGC guidelines on Choice-Based Credit System (CBCS) and Model Curricula which are geared towards promoting a student's inter-institutional mobility.

(c) If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student:

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

In case of (1) in the table above, the HEI shall deduct an amount not more than 10% of the aggregate fee as processing charges from the refundable amount. Fees shall be refunded by HEI's to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

The above guidelines shall replace the existing refund policy notified vide letter Ref.No. MRIU/R&S/2016/200 dated: 06.08.2016.


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