



Circular No. SU/FC-Gen-01

Date: June 2008

Subject: - Payment & Refund of Fee / Charges.

University rules regarding payment & refund of fee / charges in vogue have been transparent, yet at times some queries are raised. Hence, for information of all concerned, it has become imperative to delineate again those related rules as under:-

(A) PAYMENT OF FEE/CHARGES

All sorts of fees/charges including hostel/mess are to be paid in full by students in cash either to University or in Union bank's Extension counter in University campus or by Pay Order / Demand Draft drawn in favour of Shobhit University payable at Meerut. This payment be on registration or at least one week before commencement of academic session.

However, students whose course spill over more than one year i.e. other than those in first year and if they maintain sufficient balance in their saving Bank account with Extension Counter of Union Bank of India in University campus, then they can give in irrevocable letter of authority to debit their account for fee / charges. The transfer will be carried out by a stipulated date, typically one week after classes begin. Students whose accounts do not have the required amount by this date shall have their registration cancelled. The students registration will be restored on payment of fees and a fine as stipulated in the University rules.

For any of payment made either to bank or University, receipts must be obtained by students.

(B) REFUND OF FEE/CHARGES

(1) Caution Money/Security Deposit

Students who leave University or pass out will get refund of caution money deposited at the time of admission after obtaining clearance from concerned authorities as for non-damage & non-arrears of any sort and produce original receipt of deposit. In case of loss of deposit receipt, students or their named guardian/father has to furnish affidavit on non-judiciary stamp paper mentioning clearly Receipt No. & amount of refund requested.

(2) Tuition Fee

The whole amount of fees/other charges deposited by the students will be refundable after deduction of Rs.5000/- if the students do not join the programme after paying the dues and leave the University by applying for refund before the last date of registration.

No refund of fees will be permissible to students who have registered for the programme but leave immediately thereafter or left study during currency of session / semester. In such cases, only caution money will be refunded and that too only at the end of the semester to the student in person.

However, in case a student dies due to sudden mishappening or becomes totally handicapped rendering him/her incapable to pursue study, then the University may consider on humanitarian ground the matter relating to refund of fee.

(3) **Hostel & Mess charges**

The charge will be apportioned / adjusted by the University in proportion to the utilization tenure of the facility by the students & the rest will be refunded to them. However, for calculation purpose, the part i.e. fraction of the month of utilization of facility will be reckoned as full month. The fee/charges deposited will cover the utilisation facility for 10 month in any academic year. Further, except in very compelling & unforeseen circumstances, students will have to inform the warden of his/her desire of leaving hostel at least one month in advance.

As in case of caution money, student leaving hostel has to obtain clearance from concerned authorities as for non-damage & non-arrears of any sort and produce original receipt of deposit. In case of loss of deposit receipt, students or their named guardian/father has to furnish affidavit on non-judiciary stamp paper mentioning clearly Receipt No. & amount of refund requested.

(4) **Redressal mechanism of grievances regarding refund**

In case of any dispute, the matter will be referred to a committee constituted by Vice-Chancellor who will grant fair opportunity to student & the decision will be ultimately binding to all the concerned. However, power to hear appeal against the decision of committee will remain with the Vice-Chancellor.

(C) **OTHER RELATED MATTERS**

(1) **Absenting from study**

If a student is continuously absent from the University for more than four weeks without the permission of the Director/ Vice-Chancellor in writing, his/her name will be removed from the University rolls. Such absence during the first year will render the B.Tech., Dual Degree, and 5-year Integrated M.Tech. student ineligible for re-admission.

(2) **Obtaining of clearance certificate**

Student wishing to leave University has to submit application to the Registrar of the University duly counter-signed by his/her father/ guardian & the same should accompany clearance certificate from respective head of school/department, librarian, warden, accounts officer etc. But in case of P.G. students, only the countersigning of application to leave the University by the father/ guardian will be dispensed with & the rest of above stated formalities are to be completed.

(3) **Rusticated / expelled cases**

There will be no refund of fee in case of rustication having been or expelled from hostel/University involving gross misconduct by the student.

The plea of ignorance will not be entertained for any breach of orders in force from time to time. Any amendments/additions to this Circular will be notified through notices displayed on notice boards and circulated in the usual manner. Therefore, students/parents must see the information on the Notice Boards/ Website regularly
