



**Circular No. SU/FC-Gen-02**

**Subject: PAYMENT AND REFUND OF FEE/ CHARGES**

Students and candidates for admission should read this circular carefully to comprehend the policy of fee payment and refunds:-

**(A) PAYMENT OF FEE AND CHARGES:-**

- i. All fees and charges including the Hostel and mess charges are to be paid in full a week before the commencement of academic session, OR at the time of registration.
- ii. **For the fresh students:-**

The fee and charges will be paid in any one of the following ways:-

  - a. In cash to the cashier at the fee counter; OR
  - b. Through the extension counter of the available Bank inside the campus. The bank staff will guide the students about the payment; OR
  - c. By a pay order or demand draft drawn in favour of Shobhit University payable at Meerut / Gangoh; OR
  - d. Online Payment (Debit/Credit Card, Net-banking, RTGS etc.) through the University website.
- iii. **For those who are admitted for a course longer than one year:-**
  - a. They may follow the above procedure for payment of fee and charges for the second and subsequent years; OR
  - b. They may have a saving account with the Extension branch and keep in that account sufficient balance (more than the annual fee and charges). And they should give an irrevocable Letter of Authority to the manager of the bank to transfer the charges and the fee amount annually from their account to the University's account. That will be done automatically by the bank. However, such students must check the transfers in their bank statements/ Pass book entries. The University has given to the bank specific dates of transfer, like a particular date or dates mostly one week after the commencement of classes. But if the student chooses this option and does not keep sufficient amount for transfer, and because of which reasons his/her fee and charges are not paid up, then his/her registration will be cancelled. That can however

be restored after the fees and charges are paid up with the late fee or the fine as per rules.

**(B) REFUND OF FEE AND CHARGES:-**

**i. Caution money/Security Deposit:**

Caution money or the security deposit amount which a student pays at the time of admission against a receipt is refundable to him/her after s/he passes out. This refund will be made to him/her after s/he produces the original receipt along with a no-dues certificate from the offices mentioned therein. In case the student loses the original receipt then s/he will have to produce an affidavit on a non-judicial stamp paper by his/her name or by his/her father/guardian /mother's name as registered and signed, stating the receipt number and amount to be refunded as per rules.

**ii. Tuition Fee:**

**Case 1:** In case a student applies for admission in a course in the University and pays full fee and charges but decides not to join the course before the last date of registration, then s/he can withdraw full amount less Rs. 5000/- as processing fee.

**Case 2:** In case a student applies for admission in a course and pays full fee and charges and has also registered for the course programme, and leaves either immediately after the registration or leaves the course mid-way, then s/he will not be eligible to withdraw any amount except the caution money following the rules of caution money withdrawal.

**Case 3:** In case a student dies or is rendered physically handicapped because of any mishap or illness that would make him/her unable to pursue the studies, then, the matter of refund would merit extraordinary discretion of the Vice-Chancellor to decide about.

**iii. Hostel and Mess Charges:**

- a. The annual charges on these facilities would be operational for ten months in a year;
- b. In case a student wishes to withdraw from the hostel and the mess facility due to any compelling reason at any time in the ten- month duration then s/he will get the refund for the rest of full months. If the student avails of the facility for some part of a month, full month would be counted as availed;
- c. The student desirous of leaving the Hostel for any compelling reason must give One month notice to the warden before the date of leaving;
- d. The student leaving the hostel mid-way will have to furnish a no-dues certificate from the warden and the receipt or an affidavit stating the receipt no. along with the no-dues certificate. The

affidavit will be prepared in the manner of the refund of the caution money.

iv. **Redressal of grievance regarding refunds:**

In case of any grievance/s regarding the refund/s, the student may write to the Redressal Committee appointed by the Vice-Chancellor annually. In case the student is not satisfied with the decision of the committee, s/he may appeal to the Vice-Chancellor for redressal. However, his decision will be final in the matter.

**(C) OTHER RELATED MATTERS:-**

i. **Absent from classes:**

If a student remains absent from the class or the University for more than four weeks at a stretch without a written permission from Director / Vice-Chancellor, his/her name will be deleted from the University roll. Such a prolonged absence during the first year may render the student ineligible for re-admission.

ii. **No- Dues certificate:**

Any student who wishes to leave the University will have to submit an application to the Registrar. The application will also have to be countersigned by his/her father/guardian/mother- whomever s/he has mentioned in his/her registration. The student must also compulsorily attach the no-dues certificate from all those offices that the certificate form mentions.

However, for the PG students, while they can submit the application without getting that countersigned from his/her father/guardian/mother, though it shall compulsorily carry with it the duly filled up no-dues certificate.

iii. **Cases of rustication/expulsion:**

There will be no refund of fee in case a student is expelled or rusticated from the university under the order of the Vice-Chancellor. However, such a student will be eligible for the refund of caution money as per rules given above.

iv. **Ignorance of rules:**

It is the responsibility of all students to know the rules thoroughly. No plea regarding ignorance of rules will be entertained at any quarter about the general conduct or payment or refund of the fees and charges. Students should also keep themselves abreast of latest notices and changes in rules if and when introduced. All notices carrying change in rules are always put up on the notice board for more than two weeks.