



SANTOSH

Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

F. No. SU/2024/765

Dated:15.03.2024

Subject: THE REVISED REFUND POLICY OF SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, DELHI NCR

The proposals for revision of Refund Policy for Tuition Fee, Return of Original Certificates / Documents, Hostel Fee Refund Policy and Discontinuation of Course & Cheque Bounce Policy etc. of the Santosh Deemed to be University were considered by the Finance Committee in its meeting held on 28.11.2023. The **recommendations** of the Finance Committee were considered and **approved** by the Executive Council in its Meeting held on 30.11.2023 are as under:

1. Return of Original Certificates/Documents:

- a) All original certificates are required to be produced by the candidate for verification at the time of admission as per the Regulations/Directions of MCC/DGHS, NMC/DCI/UGC and the other Regulatory Bodies for their authentication/verification of the certificates and after verification, the same will be returned by the University. Further, the directions of the UGC vide their letter Oct 2018 vide clause 4.2 also states as under:

“

4.2.1. No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.

4.2.2. HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

4.2.3. The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

4.2.4. Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.

4.2.5. In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by the HÉI under any circumstance."

2. Refund Policy for Tuition fee:-

- a) A processing fee of **Rs. 5,000/-** will be charged from the students who withdraw their admission as per free exit in first round of counselling of MCC/DGHS/UGC **OR** upgradation during the Second Round of counselling **OR** any other directions issued by the MCC/DGHS from time to time.
- b) Balance Tuition Fees will be refunded by the University to the **eligible student** as per Guidelines of MCC/DGHS/UGC from time to time.
- c) The tuition fee for a **confirmed seat** in the second round, Mop up round and stray vacancy round counselling of MCC/DGHS are bound to the clauses specified in the bond executed at the time of admission **OR** any other directions issued by the MCC/DGHS/UGC from time to time in this regard.

3. Hostel Fee Refund Policy:-

- a) The Hostel fee is required to be deposited annually in advance by the concerned student for 12 months.
- b) In case student leaves the hostel within 15 days after commencement of teaching session / after allotment of hostel then 10% of deposited hostel fee shall be deducted. If student leaves the hostel after 15 days but not later than 30 days, then 50% of the hostel fee shall be deducted.
- c) In case student leaves the hostel **after 30 days** after commencement of teaching session / after allotment of hostel then whatever hostel fee has been deposited, shall be forfeited.

4. Discontinuation of Course & Cheque Bounce Policy:-

- a) In such cases where student seeks for discontinuation of Course, Santosh Deemed to be University will issue the Migration/Transfer Certificate to the student by mentioning course discontinuation after clearing all dues in the prescribed format.



- b) In such cases where the student have executed a bond will be required to pay the fees as per the terms & conditions of the bond.
- c) In case the Cheque gets bounced / payment stopped by the drawer, **Rs. 1000/-** will be charged as Cheque bouncing charges in addition to the late payment charges and the legal action will be initiated accordingly.

The above is circulated to all concerned Sections for their information and necessary action.

(DR. NARESH SHARMA)
REGISTRAR

Distribution:

1. All concerned Sections i.e., Finance/Admissions Cell / Academic Section/Personnel Dept.
2. Finance Officer
3. GM (Admissions Cell)
4. GM (Admn.)
5. Hostel Superintendent (Boys & Girls)



Copy to:

1. The Secretariat
2. The Chancellor
3. The Vice Chancellor
4. Dean, Santosh Medical College & Hospital
5. Dean, Santosh Dental College & Hospital
6. Dean, Academics.
7. Controller of Examination
8. Guard File