



# SYMBIOSIS OPEN EDUCATION SOCIETY

Founder: Prof. Dr. S. B. Mujumdar M.Sc. Ph. D.  
(Awarded Padma Bhushan by President of India)

## POLICY FOR REFUND OF HOSTEL FEES ON CANCELLATION OF ADMISSION

### 1. APPLICABILITY AND ENFORCEMENT:

- a. The Policy is applicable to all Undergraduate and Postgraduate Programs offered by Symbiosis Skills and Professional University.
- b. The Policy is applicable for Academic Year 2023 - 24 and shall have regulatory force on extent as well as future grievances over issues and matters covered herein.
- c. The Fees charged is for the full Academic Year 2023-24 and is to be paid at the beginning of the Academic Year 2023-24.
- d. University will notify the Cut-off dates for Hostel admission separately by circular.

### 2. PROCEDURE FOR CANCELLATION / WITHDRAWAL OF ADMISSION:

- a. A student shall apply for cancellation of admission in the prescribed format **(attached as Annexure I)** to the University within stipulated time frame.
- b. The University after following due procedure will cancel the admission of the applicant and shall refund the fees in accordance with Refund Policy to the student within stipulated time as mentioned below from receipt of written application from student.



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Sr.No.	Date of Receipt of Application	Stipulated Time for processing refund application
1	Application received between 1 to 15 of particular month	By 30 <sup>th</sup> of month
2	Application received between 16-30 of particular month	In next month

c. Along with the application, students are required to submit a copy of the fee receipt & copy of the cancelled cheque or bank account details from which the fees have been deposited & No dues Certificate.

d. The refund shall be given only if the student has submitted application for refund in the prescribed format failing which refund cannot be given.

## e. RULES FOR REFUND OF HOSTEL AND MESS FEES

Sr. No.	Point of time when Student applies for withdrawal/ cancellation of admission	Refund
1	Up to 7 <sup>th</sup> August	After deducting Rs.5,000/- towards administrative and occupancy charges balance amount will be refunded .
2	From 8 <sup>th</sup> to 20 <sup>th</sup> August	After deducting Rs.15,000/- towards administrative and occupancy charges balance amount will be refunded .
3	From 21 <sup>th</sup> to 31 <sup>st</sup> August	After deducting Rs.25,000/- towards administrative and occupancy charges balance amount will be refunded .
4	After 31 <sup>st</sup> August cancellation for any reason	No Refund.



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## Notes

- The Cut-off dates for admission will be as notified separately every year by Symbiosis Skills and Professional University.
- Admission after the last date will be treated as late admissions and the refund policy mentioned in the above table will not be applicable for such students.
- Last date of admission may be changed / extended at the discretion of the Management.
- For the purpose of calculation of refund of Hostel Fees, amount paid excluding caution money shall be considered.
- All days are inclusive in calculation.

## REFUND OF CAUTION MONEY:

Refund of caution money shall be subject to such deductions as may be necessary on account of any damage to the property of the University such as Hostel property, Common recreational facilities, breakages to laboratory equipment, assets such as computers, gadgets etc., loss of library books for which the student would be responsible. The University also reserves the right to ask the student to make good such losses caused due to negligence or misbehaviour.

## REFUND OF FEES IN OTHER CASES

- In case, the admission of student is cancelled on account of disciplinary action or violation of Anti-Ragging Regulations, Substance Abuse, or breach of the Code of Conduct or any other Rules & Regulations of the University, No Refund of fees is permissible. Only the Caution Money would be refunded to the student.
- In case, the admission of a student is cancelled/terminated on account of non-fulfilment of eligibility criteria or any other reason, no Refund of fees is permissible. Only the caution money would be refunded to the student, where applicable.
- In any other case, which is not covered in these rules, the decision taken by the Vice Chancellor would be final and binding.



*[Handwritten Signature]*

Sd/-

Chief Finance Officer

**Annexure-I**

**Application for Cancellation of Hostel Admission for the Academic Year \_\_\_\_\_**

To,  
The Vice-Chancellor  
Symbiosis Skills and Professional University  
Adjoining Pune Mumbai Expressway, Kiwale,  
Pune - 412101, Maharashtra, India.

Respected Sir / Madam,

1. I have enrolled at Symbiosis Skills and Professional University in the School of \_\_\_\_\_ for the Program \_\_\_\_\_

I wish to cancel my Hostel admission. Details of my admission and reason for cancellation are as under:-

Name of student: \_\_\_\_\_ (Application No.: \_\_\_\_\_)

Address for Communication: \_\_\_\_\_

Fees Paid Rs. \_\_\_\_\_ & Caution Deposit Rs \_\_\_\_\_

Receipt Date & No: \_\_\_\_\_ Contact No: \_\_\_\_\_

Email id: \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_

2. I request you to cancel my admission and issue original 'Transfer / Leaving Certificate and Migration Certificate'. I have read the Cancellation, Refund policy of SSPU carefully, and understand the rules regarding the same. I request you to return the original documents submitted by me, if any. The refund of fees may please be transferred to bank account no. \_\_\_\_\_, IFSC Code \_\_\_\_\_ Branch Name \_\_\_\_\_ (Enclosed herewith cancelled cheque or Bank Passbook for ready reference)

Name & Signature of Student: \_\_\_\_\_

Name & Signature of parent: \_\_\_\_\_

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

Signature with Date Remark: (Head Admission/Coordinator)

**Remarks of the Director, School of \_\_\_\_\_**

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**Cancellation of Admission Recommended / Not Recommended Date: \_\_\_\_\_ Sign: \_\_\_\_\_**

**FOR REGISTRAR OFFICE ONLY**

1. Recommended for admission cancellation	Forwarded / Not Forwarded
2. Recommended for refund of fees	Forwarded / Not Forwarded

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

**Registrar**

**FOR FINANCE DEPARTMENT ONLY**

Refund Request received on: \_\_\_\_\_ (date)  
Total Fee Paid: \_\_\_\_\_  
Fees Non-Refundable: \_\_\_\_\_  
Fees Refundable: \_\_\_\_\_

Date: \_\_\_\_\_ Accountant \_\_\_\_\_ Chief Finance & Accounts Officer \_\_\_\_\_

**VICE-CHANCELLOR'S RECOMMENDATIONS.**

Request for admission cancellation Recommended / Not Recommended  
Request for refund of fees Recommended / Not Recommended

Date: \_\_\_\_\_ Vice-Chancellor \_\_\_\_\_

**For office use only**

Issued Leaving \_\_\_\_\_ Certificate in original along with following documents  
on \_\_\_\_\_ (date).

**Identity Card received:** Yes / No / NA

Date: \_\_\_\_\_ Name & Signature of concerned staff \_\_\_\_\_

**Receipt**

Received 'Leaving Certificate' in original along with following documents from  
Symbiosis Skills and Professional University on (date). Received following original  
documents:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Date: \_\_\_\_\_ Name & Signature of student /parent \_\_\_\_\_

Received a refund of fees amounting Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Name & Signature of Student: \_\_\_\_\_

Name & Signature of Parent: \_\_\_\_\_

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

**Instructions:**

1. Student can cancel his / her admission by making a written application to the Vice Chancellor, Symbiosis Skills and Professional University. Admission Cancellation request will not be entertained through email / fax / telephone.
2. Cases of cancellation of admission and refund of program fee shall be governed by the following rules.
  - a. Admission after the last date will be treated as late admissions and the refund will not be applicable to such students

<b>Sr. No.</b>	<b>Point of time when Student applies for withdrawal/ cancellation of admission</b>	<b>Refund</b>
1	Up to 7th August	After deducting Rs.5,000/- towards administrative and occupancy charges balance amount will be refunded.
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