



# Symbiosis Skills and Professional University

(Recognised by UGC & Established under Govt. of Maharashtra Act No. XXXVII 2017)

(Formerly Known as Symbiosis Skills and Open University)

**Notification No. SSPU/2022/58 Dated 01/06/2022**

**Subject: Approval for the Refund Policy for the Academic Year 2022-23.**

It is hereby notified for information of all concerned that the Academic Council in its Meeting held on 26<sup>th</sup> May 2022 has approved the Refund Policy for the Academic Year 2022-23.

The Refund Policy for the Academic Year 2022-23 will be as per Annexure A to this Notification.

*Dashaw*  
(Lt. Col. Prashant Kulkarni) 01/06/2022  
Registrar

Copy to:

1. All School Directors/Program heads
2. Head Admission & Team
3. Registrar office Staff
4. Faculty and Staff Coordinators
5. Controller of Examinations.

x *Shinde*  
13/6/22

## Refund Policy AY - 2022-23

x *as per*  
13/6/22

## Policy for Refund of academic fees of students on cancellation of admission.

### 1. APPLICABILITY AND ENFORCEMENT:

- a) It shall be applicable to Undergraduate and Postgraduate Programs offered by the Symbiosis Skills and Professional University.
- b) It shall come into force with immediate effect and shall have regulatory force on extent as well as future grievances over issues and matters covered herein.
- c) The Fees chargeable are for the full Academic Year and it is supposed to be paid in the beginning of the academic year. For convenience of the students the payment of fees are permitted in two instalments.
- d) The Cut-off dates for admission are as notified by Symbiosis Skills and Professional University. Cutoff date for new admission is 31.07.2022 unless otherwise re-notified.

### 2. RULES FOR REFUND OF FEES:

PROCEDURE:

CANCELLATION / WITHDRAWAL OF ADMISSION:

- a) A student shall apply for cancellation of admission in the prescribed format to the University (Attached as **Annexure-I** to this notification).
- b) The University after following due procedure will cancel the admission of the applicant and shall refund fees to the student within 15 Working days from the date of his/ her submission of written application. Along with the application, students are required to submit a copy of the fee receipt & bank account details from which the fees was initiated.

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13/6/22

## PART A:

### RULES FOR REFUND OF FEES (ACADEMIC AND OTHER FEES INCLUDING HOSTEL AND MESS)

If a student applies to withdraw/ cancel his/ her admission from the program of study in which he/ she is enrolled, the following five-tier system shall be followed for the refund of fees remitted by the student.

Sr No.	Point of time when Student applies for withdrawal/ cancellation of admission	* Percentage of Refund
1.	15 days or more before the formally-notified last date of admission (as notified by Symbiosis Skills and Professional University).	100% (After deducting Processing Charges of Rs. 5,000/-or 5% of fees paid (Full fees applicable for the complete year), whichever is lower)
2.	Less than 15 days before the formally-notified last date of admission (as notified by Symbiosis Skills and Professional University).	90%
3.	Within 15 days <b>after</b> the formally-notified last date of admission (as notified by Symbiosis Skills and Professional University).	80%
4.	Between 16 days to 30 days after the formally-notified last date of admission.	50%
5.	More than 30 days <b>after</b> the formally-notified last date of admission.	00%

#### Notes

- \* The Fees chargeable are for the full Academic Year. For convenience of the students the payment of fees are permitted in two instalments.
- a. The Cut-off dates for admission are as notified by Symbiosis Skills and Professional University. Cutoff date for new admission is 31.07.2022 unless otherwise renotified.
2. 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. The entire amount of first year fees would be non-refundable in such cases.
3. Last date of admission may be changed/extended at the discretion of the Management.
4. For the purpose of calculation of percentage of refund the amount of fees required to be paid for the year of the respective course excluding caution money shall be considered. If the deposited amount is less, then the candidate needs to pay the remaining amount.
5. All days are inclusive
6. This policy is applicable w.e.f. academic year 2022-2023.
7. In case of Non-Attendance of Student for 02<sup>nd</sup> Semester and Student request for refund of 02<sup>nd</sup> Instalment No refund would be admissible. The entire fees of the second instalment would have to be paid.

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13/6/22

## PROVISIONAL ADMISSION CANCELLATION -

In case a student applies to withdraw/ cancel his/ her "Provisional Admission", then the following system shall be followed for the refund of fees remitted by the student -

- ❖ Remittance of refund after deducting Processing Charges of Rs. 5,000/- or 5% of fees paid (Full fees applicable for the complete year), whichever is lower.

**Note** -For the purpose of calculation of processing charge of 5%, the amount of fees required to be paid for the year of the respective course excluding caution money shall be considered.

## REFUND OF DEPOSIT:

Refund of deposits shall be subject to such deductions as may be necessary on account of any damage to the property of the University such as 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.

## REFUND OF FEES IN OTHER CASES:

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

## TRANSFER OF FEES IN CASE OF TRANSFER OF ADMISSION TO ANOTHER SCHOOL OF SSPU:

- 1) In case student applies for transfer of admission from one School of SSPU to another School of SSPU, the transfer application shall be processed and if approved by the University, the transfer of fees shall be as under:
  - a) If the student applies for transfer of admission to another school of the University before commencement of the program, then 100% fees shall be transferred to the other School. However, applicable administrative charges would be charged. In case, the program fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student.

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- b) If the student applies for transfer of admission to another School of the University, after commencement of the program, then the proportionate amount of academic fee shall be deducted and remaining amount after deductions shall be transferred to the other School. In case, the program fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student. However applicable administrative charges would be charged.
- 2) If the student applies for transfer of admission to another School of the University and his/her transfer is approved by the University then the first School from where the student has been transferred will hand over certificates/ documents to the student, to enable him/her to submit the documents /certificates in the other School.
- 3) If students of B. Arch Withdraw / Cancel Admission After Completion of More Than 15 Days of The Course, they would have to pay the fees for the entire duration of the course i.e. 5 years.

#### **NON REFUNDABLE FEES**

1. Application form fee
2. Entrance Test Fees

*abhishek*  
13/6/22

### Application for Cancellation of Admission for the Academic Year 2022-23

To,  
The Vice-Chancellor  
Symbiosis Skills and Professional University Kiwale,  
Adjoining Pune Mumbai Expressway  
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 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 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 and Refund policy of SSPU carefully and  
understand the rules regarding the same. I request you to return original documents  
submitted by me, if any. The refund of fees may please be transferred on the 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 \_\_\_\_\_

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

*(Handwritten Signature)*  
13/6/22

**For Finance Department only**

1. Refund Request received on: \_\_\_\_\_ (date)
2. Total Fee Paid \_\_\_\_\_
3. Fees Non-Refundable \_\_\_\_\_
4. Fees Refundable \_\_\_\_\_

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

**Vice-Chancellor's Recommendations.**

1. Request for admission cancellation Recommended/ Not Recommended
2. 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 and 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

*Abhile*  
13/6/22



Sr. No.	Point of time when Student applies for withdrawal/ cancellation of admission	* Percentage of Refund Fees
1.	15 days or more <b>before</b> the formally-notified last date of admission (as notified by Symbiosis Skills and Professional University).	100% (After deducting Processing Charges of Rs. 5,000/-or 5% of fees paid (Full fees applicable for the complete year), whichever is lower)
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5.	More than 30 days <b>after</b> the formally-notified last date of admission.	00%

**b. Refund in case of non-fulfilment of eligibility criteria**

- i. 10% of the Academic fees will be deducted as administrative charges.
- ii. Proportionate/pro-rata amount will be deducted from Academic fees for the period from admission till the cancellation
- c) Any student, whose admission is provisional and fails to submit the required documents within prescribed time limit, his / her admission will stand cancelled and no refund of fees paid will be admissible.
- d) Subsequent to the cancellation of admission, with the approval of Vice-Chancellor, the original 'Leaving Certificate' may be issued on a next working day from the date of receipt of application for cancellation of admission. Process for refund of fees paid requires minimum 15 working days.

*Signature*  
13/6/22

Date: / /2022

### Undertaking Regarding Attendance and Refund of Fees for Late Admission

I, Mr./Ms. \_\_\_\_\_ do hereby declare and undertake as follows:

1. I have joined \_\_\_\_\_ Program in Symbiosis Skills and Professional University, Kiwale, Pune on \_\_\_/\_\_\_/2022 (\_\_\_\_\_ Day) for the Academic Year 2022-23.
2. I know that the cut-off date for the Admission to the Program was \_\_\_/\_\_\_/2022 (\_\_\_\_\_ Day).
3. I have read Fees Refund Policy carefully and as per this I am not eligible for any Refund of fees. I am also aware that I have to be very regular to meet the attendance criteria.
4. I am made aware that for Continuous Assessment purpose, I need to have 100% attendance in Practical, Skills & Term Test.
5. If my attendance in Practical, Skills & Term Test is less than the aforesaid criteria, I will not be eligible for Term End Examinations and under such circumstance I may be given a TNG (Term Not Granted)
6. I will abide by Code of Conduct guidelines, Fees Refund Policy, Admission Policy, Examination Policy and the Rules & Regulations of the University.
7. I am fully aware that, I will not get any Refund amount of Academic Fees, if I cancel my Admission in between the Semester.

Signature of the Student

Signature of the Parent

(Name of the student)

(Name of the Parent)

Date: / /

Place:

XXXXXXXXXX-----XXXXXXXXXX

*Kiwale*  
13/6/22