



Symbiosis Skills and Professional University

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

(Formerly known as Symbiosis Skills and Open University)

Ref: SSPU / R / 2023 / 1420-a

Date: 18/07/2023

NOTIFICATION

In pursuance of the recommendations submitted through resolution passed by the Academic Council in its meeting held on **10th June, 2023**, vide **Resolution No. AC / 2023 / 17 / 7** and the decision taken by the University Authorities.

It is hereby notified for information of all concerned that the Symbiosis Skills and Professional University (SSPU), Pune has published **Policy for Refund of Academic Fees on Cancellation of Admission** for your information and record.

The **Policy for Refund of Academic Fees on Cancellation of Admission** will serve as detailed guidelines as below:

1. **Applicability and Enforcement**
2. **Procedure for Cancellation / Withdrawal of Admission**
 - **Rules for Refund of Academic Fees**
 - **Provisional Admission Cancellation**
 - **Refund of Deposit**
 - **Refund of Fees in Other Cases**
 - **Transfer of Fees in Case of Transfer of Admission to another school**
 - **Non- Refundable Fees**

The policy will come into force with immediate effect.


(Dr. Sudhakar Shinde)
Registrar

Copy to:

1. EA to Pro Chancellor for kind information of Hon'ble Pro-Chancellor, SSPU, Pune
2. EA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor, SSPU, Pune.
3. The Controller of Examinations, SSPU, Pune
4. The Chief Finance and Accounts Officer, SSPU, Pune
5. Head Admissions, SSPU, Pune
6. Web-designer for uploading on website

**POLICY FOR REFUND OF ACADEMIC 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 will come into force from 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 and is to be paid at the beginning of the Academic Year.
- d. The Cut-off dates for admission will be notified by University 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 in accordance with Refund Policy to the student within stipulated time from the date of his / her receipt of written application in prescribed format.
- 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.
- 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.

RULES FOR REFUND OF ACADEMIC FEES

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

Sr. No.	Point of time when Student applies for withdrawal/ cancellation of admission	* Amount of fee refund: amount paid by the student will be refunded as per mentioned below chart
1	Upto 31 st August 2023 or before the formally - notified last date of admission (as notified by the University).	After deducting Processing Fee of Rs. 1,000/- balance fees will be refunded.
2	1 st to 30 th September 2023 (last date of admission as notified by the University).	After deducting Processing Fee of Rs. 2,500/- balance fees will be refunded.
3	1 st to 31 st October 2023 (last date of admission as notified by the University).	After deducting Processing Fee of Rs. 5,000/- balance fees will be refunded.
4	After 31 st October 2023 cancellation of admission for any reason whatsoever it may be.	NO REFUND

** The Fees chargeable are for the full Academic Year. For the convenience of the students, the payment of fees is permitted in two instalments.*

Notes

- a. The Cut-off dates for admission will be as notified separately every year by Symbiosis Skills and Professional University.
- b. 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.
- c. Last date of admission may be changed / extended as per guidelines of UGC /governing authorities.
- d. 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.
- e. All days are inclusive in calculation.

- f. In case of Non-Attendance of Student for second semester and if student requests for refund of second Instalment, No refund would be admissible. The entire fees of the second instalment would have to be paid by the student.

PROVISIONAL ADMISSION CANCELLATION -

In case a student applies to withdraw / cancel his / her “Provisional Admission”, then for the refund of fees 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 shall be considered.

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, 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 respective deposits would be refunded to the student.
- b. In case, the admission of a student is canceled/terminated on account of non-fulfilment 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 and binding.

TRANSFER OF FEES IN CASE OF TRANSFER OF ADMISSION TO ANOTHER SCHOOL

1. In case the 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 the commencement of the program, then 100% of 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.
 - 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 joining the course and attended the regular classes for 30 days or more , in such case student would have to pay the full fees for the entire duration of the course i.e. 5 years.

NON- REFUNDABLE FEES

- Application form fee
- Entrance Test Fees

**Sd/-
REGISTRAR**

Application for Cancellation of 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 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 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 _____

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

Sr. No.	Point of time when Student applies for withdrawal/ cancellation of admission	*Amount of fee refund: amount paid by the student will be refunded as per mentioned below chart
1	Upto 31 st August 2023 or before the formally - notified last date of admission (as notified by the University).	After deducting Processing Fee of Rs. 1,000/- balance fees will be refunded.
2	1 st to 30 th September 2023 (last date of admission as notified by the University).	After deducting Processing Fee of Rs. 2,500/- balance fees will be refunded.
3	1 st to 31 st October 2023 (last date of admission as notified by the University).	After deducting Processing Fee of Rs. 5,000/- balance fees will be refunded.
4	After 31 st October 2023 cancellation of admission for any reason whatsoever it may be.	NO REFUND

- b. 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 claim will be admissible.
- c. 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.

Date:

Undertaking Regarding 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 ____/____/____ (Day) for the Academic Year _____.
2. I know that the cut-off date for the Admission to the Program was __ / __ / 20__ (____ Day).
3. I have read Fees Refund Policy carefully and as per this I am not eligible for any Refund of fees. I declare that I will not be cancelling the admission from the course.
4. In case of cancellation of admission for whatsoever reason I will not apply or claim for refund of fees.
5. I will abide by Code of Conduct guidelines, Fees Refund Policy, Admission Policy, Examination Policy and the Rules & Regulations of the University.
6. I am fully aware that, I will not get any Refund amount of Academic Fees, if I cancel my Admission in between the Semester or academic year.

Signature of the Student

Signature of the Parent

(Name of the student)

(Name of the Parent)

Date: / /

Place:

XXXXXXXXXX-----XXXXXXXXXX