



OFFICE OF THE REGISTRAR, YENEPLOYA (DEEMED TO BE UNIVERSITY)

Ref: No.Y/REG/ACA/fee refund /2024

03.07.2024

NOTIFICATION

Sub: Guidelines on Fee Refund of YDU

Yenepoya (Deemed to be University) is committed to maintaining transparency and fairness in financial transactions with students. As the students of the University, they have to deal with financial transactions (payment of admission/tuition fees, hostel fees, mess fees, examination fees, and such other fees) as required and notified by the University. However, under unforeseen situations, the students may have to withdraw from admission/studies and the likelihood of students approaching the University for a refund of fees paid by them is to be reckoned with. Therefore, fee refund guidelines have been formulated to benefit the students to be aware of the terms and conditions entitled to claim refunds.

These refund guidelines form a part of the Admission Regulations of the University and outline the specific circumstances under which refunds can be claimed, the timeline, and the quantum of refund claim.

Application for refund

- Students admitted to any of the programs of the University may apply for cancellation of their admission/withdrawal from the programs and refund of the fees paid within the stipulated time frame by submitting an application in the prescribed form citing a valid reason.
- Application form for Cancellation/Withdrawal must be made in the prescribed form duly signed by the student and the parent.

Scope: This is applicable for those admissions which are under the purview of Yenepoya (Deemed to be University) and the government by the UGC Regulations. The refund rules mentioned apply to the programs where the admissions are not NEET-based conducted by the Medical Counseling Committee, Government of India.

Refund fees

The following UGC Guidelines D.O. No.F.2-7/2022 (CPP-II) (C-114546) Dated 12.06.2024 shall be followed by the University for the refund of fees. The University shall not entertain any other plea in respect of a refund of tuition/other permissible fees paid by the student.

Category	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally noticed last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

Processing Charges

- For refunds categorized under Category 1 in the table (notice of withdrawal of admission is received 15 days or more before the formally notified last date of admission), the University shall deduct 5% of the aggregate fee or INR 5000/- (whichever is lower) as processing charges from the refundable amount.
- Students withdrawing from programs under Category 5 (notice of withdrawal of admission is received more than 30 days after formally notified last date of admission) must remit to the University the program fee payable for the remaining period of the program, in addition to any amount already forfeited.

Processing of Refunds

- All refunds will be processed based on the recommendation of the relevant authorities of the respective units/colleges and the approval of the University.

Foreign/NRI Candidates

- Refunds for Foreign/NRI candidates will comply with RBI/foreign exchange regulations.

Non-Refundable Fees

- Application and Entrance Test fees are non-refundable under any circumstances

Guidelines Amendments

- These refund guidelines are revocable based on the notifications or directives from UGC, Central Government, State Government, or concerned statutory/regulatory authorities from time to time.
- Any updates to the refund guidelines will be notified on the University website.



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1. Statutory Officers
2. Dean Academics YDU
3. All the Deans/Principals of the Constituent Colleges.
4. PA to Registrar
5. PA to Vice Chancellor
6. File copy

