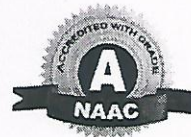




# Office of the Registrar SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)  
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Ref.No.U-49(iii)/SVSU/2019/723

Date: 06.03.2019

## TESTIMONIAL, FEE REFUND AND CHANGE OF PROGRAMME

In superseding to all previous notifications regarding refund of fees and change of programme, I am directed by Hon'ble Vice-Chancellor to convey that clause No.2(d) and (e) have been clarified as under in relation with all the programmes except the UG and PG programmes of Medical, Dental and the Nursing Colleges:

### 1. Verification and Non-retention of Students' Academic and Personal Testimonials:

- No institution of higher education shall insist upon a student to submit the original academic and personal certificates and testimonial like mark-sheets, school leaving certificates and other such documents at the time of submitting admission form.
- It shall be responsibility of the Head of Institutions to ensure that if a student is eligible in a particular course, after physically verifying the original documents at the time of admission in his/her presence, return them immediately after satisfying themselves about their authenticity, eligibility and veracity, and keeping the self attested copies for office record before giving confirmed admission.

### 2. Remittance and Refund of Fees:

- Institutions shall charge fees in advance only for the year in which a student is to engage in academic activities. However, the Principal/Dean shall have the authority to allow payment of the fee of first semester only for 10% students of the numbers of the annual permitted intake (in courses where semester system is followed) at the time of admission and payment of the fee of the second semester before start of the second semester. If more than 10% students apply for permission to deposit the fee semester wise, the principal can recommend the deserving cases to the Hon'ble VC through the CEO for consideration giving reasons.
- The result of the first semester shall not be declared and the student will not be allowed to sit in the classes of the second semester till he pays fee for the second semester. Student will be given timely reminder for the deposition of the fee for the second semester (before start of university examination of first semester and immediately after the completion of the examination).
- The same rule shall be applicable for future odd and even semester.
- If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student:

Sr. No.	Percentage of refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100%	15 days or more <b>before</b> formally- notified last date of admission
2	90%	Less than 15 days <b>before</b> formally- notified last date of admission
3	80%	15 days or less <b>after</b> formally- notified last date of admission
4	50%	30 days or less but more than 15 days <b>after</b> formally- notified last date of admission
5	00%	More than 30 days <b>after</b> formally- notified last date of admission

Notes- \* Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

- In case, student chooses to withdraw his/her admission 15 days or before formally notified last date of admission, barring courses governed by NEET, the total fee deposited by the student will be refunded back after deduction of 5% of the fee paid by the student subject to maximum of Rs. 5000/- as processing charges from refundable amount.
- Fees shall be refunded by Institution to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.



### 3. Cancellation of Admission on Completion of a year:

If a student wants to leave the programme for any reason on completion of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year but without attending any class of next year, admission may be cancelled on clearing all dues of last year. However, the student shall pay 10% of aggregate fees of the next year as processing fee.

### 4. The Procedure for changing the programme in 1<sup>st</sup> year of study after taking admission:


- (a) **Within same college for different programme:** Student will have to give an application to the Principal concerned who may allow the transfer only once if he/she deems fit. The fee deposited will be adjusted in the new programme of study.
  - (b) **Different college of SVSU for different programme:** The following procedure will be followed by the student:
    - i) Student will obtain "No Objection Certificate" from the Principal of the College where he/she is enrolled.
    - ii) Student will also obtain "No Objection Certificate" from the Principal of the College where he/she wants admission along with an application mentioning therein as why he wants to change the program.
    - iii) The student will submit the application to the Hon'ble V.C. along with both the NOCs. The Registrar will put up the file before the Hon'ble V.C. for his permission. The Hon'ble Vice Chancellor may permit the transfer of the student from one College to another College in the different program, with or without adjustment of fee.
    - iv) The change of course will be allowed only within the same mode of study i.e. regular mode to regular and distance mode to distance.
    - v) In case, the fee is allowed to be adjusted, the student will fill a fresh Application Form, after paying Rs 1500/= in regular mode and Rs. 120/- in distance mode, for new program.
- ### 5. The Procedure for changing branch/specialization on completion of 1<sup>st</sup> year:

If student has passed his/her 1<sup>st</sup> year without any back paper, he/she may apply for change of branch in 2<sup>nd</sup> year to the Principal. Principal may accept application if he/she deems fit within the norms of the Apex Body.

Copy to:

- Hon'ble Vice-Chancellor
- Chief Executive Officer
- Head of the Institutions  
*SMC/SDC/SNC/Physiotherapy/KSCP/SITE/Polytechnic/SIL/Mgmt./HotelMgt./JMC/Fine Arts/Yoga/Education/Science/Buddhist Studies*
- HOD (*Home Science/Lib. Science/Phy. Education/Para-Medical Sciences/Language,*
- Finance Officer
- Director- ISGR
- Addl. Registrar (Non- Medical)
- Asstt. Director Admission
- Asstt. Director-Infotech

  
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