



Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA

(A Statutory Technical University of J&K Legislature; recognized u/s 2(f) & 12(B) of UGC)

FORM NO. AA/04: Application Form for Cancellation of Admission before the Commencement of Classes

1. Details to be filled by the candidate:

- a. Name of the Candidate: _____
- b. Application Form No.: _____
- c. Category: _____
- d. Nationality _____
- e. Date of Admission: _____
- f. Father's Name: _____
- g. Address: _____
- h. E-mail ID: _____
- i. Contact: _____
- j. School: _____
- k. Programme: _____
- l. Reason for cancellation of admission: _____

m. Details of Fee Paid (*please enclose receipts of fee paid*)

Head of Payment	Amount (In Rs.)	Transaction ID	Date
Tuition Fee			
Annual Fee			
One Time Charges			
Hostel Charges			
Security Deposit			
Mess Charges			
Total			

n. Original documents submitted at the time of admission:

1.
2.
3.



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4.

o. Bank Details of Candidate/ Student (Attach copy of cancelled cheque of same Bank):

i. Name of the Bank	
ii. Branch	
iii. Name of the Account Holder (Student OR Parent only)	
iv. Account No.:	
v. IFSC Code	

p. No dues Certificate enclosed Yes No

q. Enclosures:

- i. Copy of receipt of fee deposited.
- ii. Copy of Admission Letter.
- iii. Copy of cancelled cheque of Bank account where refund is to be made.

Note: Application shall be considered only, if completed in all respects with enclosures

Signature of the Candidate
Date:

2. Forwarded to Chairman, Admission Committee

i. Date of Cancellation of Admission: _____
ii. Date of Closure of Admission: _____
Remarks:

Signature

(please enclose original file of the candidate)

3. Forwarded to Dean, Academic Affairs



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Fee Refund Rules

Cancellation of admission for all Programs shall be governed by the rules as given below:

1. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student.

S. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is received in HEIs
1	100%	15 days before the formally-notified last date of admission
2	90%	Less than 15 days before the formally notified 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

**(Inclusive of course fees (Annual Tuition fee) and non-tuition fees (Annual Fee; One time Charges & Hostel Charges) but exclusive of Security deposit) Mess Fee shall be deducted on pro-rata basis.*

In case of (1) in the table above, the University shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

General Guidelines

- a. University shall normally refund the amount due within a period of three months from the date of receipt of application by the concerned section for the same. Refund shall not be treated as a matter of right however the same shall be done only after the student applies for the same on a prescribed format and the case is processed as per the rules in vogue.
- b. A room shall be treated as occupied in case the student has been allotted the same in the hostel although the student may not have occupied the same physically
- c. These rules apply to refund cases of fresh admissions only.
- d. In case of appearance of any discrepancy or objection that may be raised by the claimant, the decision of Vice Chancellor shall be final and binding.

Recovery of Scholarship shall be done, in case a newly admitted student cancels his/her admission in the period between Minor-I exam of 1st semester and before commencement of 4th semester. In such case only security fee shall be refunded besides Mess charges on pro-rata basis". However, if the student cancels his/her admission after 4th semester than no recovery shall be made