



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/AA/18/1385
Date: 14/02/2018

NOTIFICATION

Subject: Adoption of UGC guidelines on Remittance and Refund of Fees.

As recommended by Finance Committee and as approved by the Executive Council in its 27th meeting, the adoption of UGC guidelines on Remittance and Refund of Fees (except those programs that are under purview of AICTE), is hereby notified for the information of all the concerned.

1. No fee shall be charged from the candidates for Admission Brochure.
2. Student is required to deposit advance Tuition fee only for the semester.
3. If a student chooses to withdraw from the program of study in which he/she is enrolled, the following four-tier system for the refund of fees remitted by the student is to be followed:

S. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to Higher Education Institution
1	100%	15 days before the formally-notified last date of admission.
2	80%	Not more than 15 days after the formally-notified last date of admission.
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission.
4	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.*

4. In case of (1) in the table above, an amount of 10% of the aggregate fees as processing charges will be deducted from the refundable amount.
5. Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application (request of the student/candidate shall only be entertained if submitted in the attached approved formats).

The above shall be applicable with effect from the Academic Session 2018-19.

Copy to:

1. All Deans, for information.
2. Heads/I/c Heads, for information.
3. Finance Officer, for information.
4. I/c Associate Dean (Academic Affairs), for information.
5. All Section Heads, for information.
6. PS to VC for the information of Hon'ble Vice Chancellor.
7. I/c Website, for uploading the same on the University website.
8. Concerned file.


Registrar




श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Application Form for Cancellation of Admission before the Commencement of Classes
(Application must be recommended by Chairman Admission Committee and forwarded to AD(AA)
along with the record of the student)

To,

The Chairman,
Admission Committee,
Shri Mata Vaishno Devi University,
Kakryal.

Sub: Cancellation of Admission

Sir,

I..... S/D/o
R/o.....
am a student of program.

I request you to cancel my admission in the Program
due to the reason.....
.....
and kindly refund my fees, if any, as per the rules of the University.

It is also requested that my original documents may kindly be returned to me.

Thanking you,

Yours sincerely,

.....

(Sig)

Name

Program.....

Date

Recommendations of Chairman Admission Committee:

- Date of Cancellation of Admission: _____
- Date of Closure of Admission: _____
- Whether the vacant seat is filled by another candidate: _____

AD(AA)

Signature



Shri Mata Vaishno Devi University
Kakryal, Katra 182 320
(Approved by UGC under Section 2(f) & 12(B) of UGC Act of 1956)

Application Form Requesting Cancellation of Admission
(Request being submitted after the Commencement of Classes OR in-between the
Program of Study)

The Dean,
Faculty of Engineering / Science / Management / Humanities & Social Science,
Shri Mata Vaishno Devi University,
Kakryal, Katra 182320.

Sub: Cancellation of Admission from Program of Study

Sir/Madam,

I _____, S/D/o _____
R/o _____ student of
B.Arch./B.Tech./M.B.A./Integrated M.Sc.(Economics)/ M.Tech./M.Sc./M.A. _____
_____ Program, _____ semester under Entry No.
_____, wish to cancel my admission from my mentioned program of study
as (specify reason) _____

and request for refund of my fee, if any, as per rules of the University, in-vouge.

It is also requested to issue Migration Certificate for which I have paid the fee of Rs. _____
vide Challan No. _____ Date _____ (copy attached).

I am also enclosing the duly completed No Due Certificate Form.

Yours sincerely,

(Signature of Student) Date: _____

Name _____ Entry No. _____

Recommended & Forwarded

No. & Date: _____ (Signature of HoD)

Recommended & Forwarded

No. & Date: _____ (Signature of Dean)

I/C Associate Dean (Academic Affairs)

No: _____ Date: _____

Assistant Registrar(Academic Affairs)

Phone: +91 1991 285524 (Campus) Fax: +91 1991 285573 (Campus), +91 191 2430067(PRO)



Shri Mata Vaishno Devi University
Kakryal, Katra 182 320
(Approved by UGC under Section 2(f) & 12(B) of UGC Act of 1956)

No Dues Certificate

Name of Student: _____ Entry no. _____

Departments/Sections	Description/Remarks	Signature With Date
School of Business		
Department of CSE		
Department of Biotechnology		
Department of ECE		
Department of Mechanical Engineering		
Department of Architecture & Landscape Design		
Department of EM		
Department of Languages & Literature		
Department of Philosophy & Culture		
Department of Physics		
Department of Mathematics		
Department of Economics		
Library		
Hostel Warden		
Sports I/c		
Mess I/c		
Estates Section		
Transport Section		
Examination Section		
IRDU		
Student Affairs Section		
Finance Section		
Academic Affairs Section		

It is mandatory for the students to return their I-Card along with the NDC form

Signature of Student