

***Rules for Payment of Fees and Refund
Policy (Academic Year 2023-24)***

CIRCULAR

1. APPLICABILITY AND ENFORCEMENT:

- i) It shall be applicable to Undergraduates, Postgraduate, Research scholars, Diploma and certificate programmes offered by MIT ADT University.
- ii) It shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

2. PAYMENT OF FEES:

a. Payment of Fees at the time of admission:

As per O.118 of the Academic Ordinances, 2021, registration by the student at the beginning of each semester is compulsory. Students have to pay the full fees of the semester at the time of admission or during the extended time, not more than 10 days, given by the concerned HOI, then only they will be permitted to register for the semester and attend the classes.

b. Payment of fees of second and subsequent semesters:

Students have to pay the full fees of the semester before the commencement of the semester or during the extended time, not more than 10 days, given by the concerned HOI, then only they will be permitted to register for the semester and attend the classes.

c. Responsibility of the HOIs:

If the students are permitted to register without paying the fees or part thereof and attend the classes, then HOIs will be held responsible for the same. Further, HOIs would be required to take a monthly review of the admitted students, the number of students who have paid the fees, and registered students in the prescribed format and submit the same to the office of the Hon'ble Vice Chancellor and copy to the Accounts Department.

3. LATE FEES:

If any student pays the fees after the due date/s, then,

- a. If paid within 30 days after the due date, a late fee of ₹ 50.00 per day will be charged.
- b. If paid after 30th but before the 60th day after the due date, the late fee is ₹ 100.00 per day after the 30th day will be charged.
- c. If the fee is not paid even after the 60th day, then the name of the student shall be struck off from the records of the Institute and University with prior permissions of the authorities.
- d. In case, the name of the student is struck off from the records of the Institute and University, then Transfer Certificates or recommendations for admission to the other Institutes/colleges will not be issued to the student or parent.

Note: Students shall pay the fees, late fees etc. through the ERP system only.

4. REFUND OF FEES: (INCLUDING HOSTEL AND MESS) NEW ADMISSIONS:

If a student chooses to withdraw from the program of study or cancel the admission, in which he/she is enrolled, the rules for refund of fees would be as follows: (applicable on yearly program fees):

Sr. No.	Percentage of Refund of fee*	Point of Time When Notice of Withdrawal of admission is received
1	100%	15 days or more 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 the formally notified last date of admission.
5	00%	More than 30 days after the formally notified last date of admission

***Notes:**

- a. In any case, minimum Rs.15,000/- (Fifteen Thousand) will be deducted from the refundable amount as processing fee.
- b. Any amount paid by the student for the purchase of instrument/equipment/gadget or book and stationery purchased from/through the Institute is not refundable.
- c. If the student has taken admission by paying a token amount and subsequently applies for cancellation of admission, then the concerned student has to pay the deficit amount, if any, of refund fees percentage, then only the original documents will be returned.

5. LAST DATE OF ADMISSION:

For the Refund of fees the last date of Admission will be considered as **9th July 2023** for **Institute of Design (IOD)** and **31st July 2023** for **all other constituent units of the University.**

6. INSURANCE:

Insurance premium of the student is deposited to the insurance company immediately after the student obtains the provisional admission. Hence this amount is **NON-REFUNDABLE.**

7. REFUND OF FEE IN OTHER CASES:

- i) In case admission is cancelled on account of discrepancy action or violation of Anti ragging Regulations or subsequent abuse or breach of code of conduct or any other rules and Regulations of the University, no refund is permissible. Only the deposits would be refunded with subsequent deductions.
- ii) In case the admission of student is cancelled on account of ineligibility, then no refund is permissible.
- iii) In any other case which is not covered in these rules, or in case of any dispute, the decision of the Vice Chancellor of MIT ADT University would be final and binding.



Office of the Registrar

8. BACKLOG STUDENTS:

In case of backlog student-

- a. If the student is repeating the year by attending regular classes, then,
 - i. He/she has to pay full fees for the year if the student failed in more than 50 percent of subjects.
 - ii. He/she has to pay the fees of the semester if the student has failed in 50 percent or less subjects.
- b. If the student has completed the term (NO FR) but failed or was not promoted due to minimum CGPA and is not attending the regular classes but appearing for examinations only as a backlog student, then he/she has to pay the examination fee as per rule.

9. FEE STRUCTURE FOR ACADEMIC BREAK STUDENTS:

Students taking a break for any reason, then on re-joining the program, the student will have to pay the fees as per the fee structure applicable for that academic year in which the student re-joins.

10. BANK CHARGES:

1. All bank charges pertaining to inward remittance of the fees, if any, shall be debited to the student's account.
2. In the event of a cheque/draft return, a sum of ₹ 1000.00 besides the bank charges shall be debited to the student's account.

Dr. Mahesh Chopade
Registrar