

Ref.No.: MITADTU/Reg./2023-24/911

Date: 20.03.2024

***Rules for Payment of  
Fees and Refund Policy  
For Academic Year  
2024-25***

**CIRCULAR**

It is communicated for the information of all the Deans, Directors, HOIs of MIT ADT University that the Rules for Payment of Fees and Refund Policy for Academic Year 2024-25 has been prepared by the University and the same has been approved by the Board of Management in its meeting held on 20<sup>th</sup> January 2024.

Attached herewith copy of the Rules for Payment of Fees and Refund Policy for Academic Year 2024-25 for your reference.

You are hereby requested to communicate the said Rules for Payment of Fees and Refund Policy-2024-25 to the staff and students of your School/Institute for their information and further necessary action.



**Dr. Mahesh Chopade  
Registrar**

## RULES FOR PAYMENT OF FEES AND REFUND POLICY (Academic Year 2024-25)

### 1. APPLICABILITY AND ENFORCEMENT:

- i) It shall be applicable to the candidates who are taking the admission for Undergraduates, Postgraduate, Research scholars, Diploma and certificate programmes in the A.Y. 2024-2025 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. As per O.118 of the Academic Ordinances, 2021 of MIT ADT University, **semester registration by the student at the beginning of each semester is mandatory** till she/he completes her/his programme. Students shall 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.

There will be two options, available for payment of fees:

**1. Programme Fees up to Rs. 1,00,000/- (Up to Rs. One Lakh)-** One-time payment has to be made before the commencement of the **odd semester** of that Academic Year.

**2. Programme fees more than Rs. 1,00,000/- (more than Rs. One Lakh)-** payment modes are as follows:

1. Payment of fees in two equal instalments.
2. Due dates for payment of fees in instalments-
  - i. *First instalment has to be paid before the commencement of the **odd semester** of that Academic Year.*
  - ii. *Second instalment has to be paid before the commencement of the **even semester** of that Academic Year.*

b. **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 Executive President and Vice Chancellor and copy to the Accounts Department.



### 3. LATE FEES:

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

- a. If paid within 30 days after the due date, a late fee of ₹ 50/- per day will be charged.
- b. If paid after 30<sup>th</sup> day but before the 60<sup>th</sup> day after the due date, the late fee of ₹ 50/- per day for the first 30 days and ₹ 100/- per day after the 30<sup>th</sup> day will be charged.
- c. If the fee is not paid even after the 60<sup>th</sup> day of the due date, 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.

### 4. REFUND OF FEES ON CANCELLATION OF ADMISSION:

If a student chooses to withdraw from the program of study or cancels 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 <b>before</b> the formally notified last date of admission
2	90%	Less than 15 days <b>before</b> the formally notified last date of admission
3	80%	15 days or less <b>after</b> the formally notified last date of admission.
4	50%	30 days or less, but more than 15 days, <b>after</b> the formally notified last date of admission.
5	00%	More than 30 days <b>after</b> the formally notified last date of admission

#### Notes:

- a. In any case, a 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 must pay the deficit amount, if any, of the yearly programme fee after deducting the refund fees percentage as per the case mentioned above, then only the original documents will be returned.*

### **5. LAST DATE OF ADMISSION:**

For the purpose of Refund of fee on cancellation of Admission, the specified last date of Admission should be considered as **9<sup>th</sup> July 2024** for **Institute of Design** and **31<sup>st</sup> July 2024** for **all other Institutes/Schools** 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 disciplinary 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 as per the recommendations by the Anti ragging committee and the ombudsperson.

ii) In case the admission is cancelled on account of non-eligibility, the refund of fees will be on pro rata basis.

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.

### **8. BACKLOG STUDENTS:**

As per the Examination ordinance 2021, O.302 (4), "Backlog" means the course(s) that a student has not passed or cleared in the Semester-End Examination. It includes theory and performance-based courses.

- a. If the student is repeating the year by attending regular classes, then,
  - i. He/she must pay full fees for the year if the student is failed in more than 50 percent of subjects.
  - ii. He/she must 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 must pay the examination fee as per the rule.

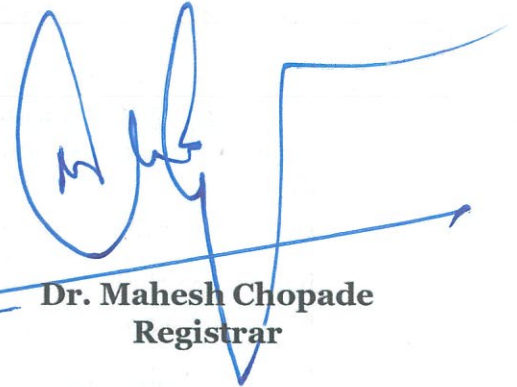
**9. FEE STRUCTURE FOR ACADEMIC BREAK STUDENTS:**

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/- besides the bank charges shall be debited to the student's account.

In case of any dispute regarding this fee policy, the decision of the Vice Chancellor of MIT ADT University would be final & binding.



**Dr. Mahesh Chopade**  
**Registrar**