

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA
INDORE**

**Fee Refundable Policy 2026-27
(First Year Admission Only)**

As per the guidelines issued by the University Grants Commission (UGC) vide D.O. No. F.2-71/2022 (CPP-II)(C-114546) dated 12 June 2024, in the event that a student withdraws from the program of study in which he/she is enrolled, the University shall adhere to the prescribed four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees	Deduction of Processing Charges applicable on Annual fee (Not on deposited Amount)	Time Period for Submission of Withdrawal Request
(1)	100%	Maximum of Rs.1000	<i>On or before 15 September 2026</i> (15 days or more before the last date of admission)
(2)	90%	10%	<i>16 September 2026 to 30 September 2026</i> (Less than 15 days before the last date of admission)
(3)	80%	20%	<i>01 October 2026 to 15 October 2026</i> (Within 15 days after the last date of admission)
(3)	50%	50%	<i>16 October 2026 to 31 October 2026</i> (More than 15 days but within 30 days after the last date of admission)
(4)	0% (No Refund)	100%	<i>From 01 November 2026 onwards</i> (More than 30 days after the last date of admission)

Note :

1. In cases where 100% refund is applicable, a maximum processing fee of ₹1,000 will be deducted.
2. Processing charges are calculated on the annual fee and not on the amount deposited. If the deposited amount is less than the required amount, the candidate must pay the remaining balance.
3. Students seeking cancellation of admission must submit a duly signed handwritten application, endorsed by the student and/or their parent or guardian, to the Admission Department within the prescribed deadline.

4. Requests made via telephone, email, or verbal communication will not be considered valid unless supported by a formal written application
5. The effective date of cancellation shall be the date on which the written application is officially received by the University.
6. If a student cancels admission after the last date of admission (i.e., after 30 September 2026), the original Transfer Certificate (TC) and Migration Certificate submitted at the time of admission shall be retained by the University. In such cases, the University will issue a Migration Certificate to facilitate the student's admission to another institution.
7. The University reserves the right to revise or amend this policy in accordance with any subsequent notifications or directives issued by the University Grants Commission or other competent regulatory authorities.