

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road,  
Mumbai - 400 020.

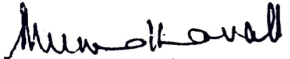
Ref.No.Mgt.C.2012.10.19/2012-2013/562

November 26, 2012.

**CIRCULAR**

All the concerned are hereby informed that, the Management Council vide resolution no.20 dated October 19, 2012 has prescribed the Rules of Refund of Fees for Aided and Unaided Courses of Studies (Programmes) and the same have come into force with effect from the academic year 2012-2013.

The said Rules are forwarded to all the concerned for information and implementation and compliance thereof.

  
(Dr. S. Kumudhavalli)  
Registrar

To,

1. The Heads of the University Departments / Institutions,
2. The Principals of the colleges affiliated to and conducted by the University.

**C.C.to: For information**

1. The Vice-Chancellor,
2. The Director, Board of College and University Development,
3. The Controller of Examinations, Exam Bhavan, Juhu, Mumbai,
4. The Finance and Accounts Officer, Mumbai,
5. The Deputy Registrar, Special Cell,
6. The Deputy Registrar, University Secretariat,
7. The Deputy Registrar, Grants Section,
8. The Deputy Registrar, Establishment Section,
9. The Deputy Registrar, Campus Administration,
10. The Deputy Registrar, SPP Unit,
11. The Assistant Registrar, Affiliation,
12. The Assistant Registrar, Academic Section,
13. The Assistant Registrar, Finance and Accounts Section,
14. The Assistant Registrar, GAD Section.
15. The Assistant Finance and Accounts Officer,
16. The Accountant

**Agenda Item No. 20**

**To consider the matter of prescribing the Rules for Refund of Fees**

**RESOLUTION:**

**RESOLVED** that, the Rules for Refund of Fees for the Aided and Unaided Programmes / Courses of Studies be approved as under, subject to the recent judgment of the Supreme Court in that behalf

**RULES FOR REFUND OF FEES**

**After receiving application for withdrawal of admission, fees will be refunded in the following manner:**

**Refund of fees for aided courses:**

Time of Withdrawal	Conditions of Withdrawal	Refund of Tuition Fees	Refund of other fees	Refund of Deposits	Charging of Processing Fees
Application for withdrawal submitted before starting of the programme or before close of admission process, whichever is earlier	--	All fees to be refunded	All fees to be refunded	All deposits to be refunded	Rs. 1,000/-
Application for withdrawal submitted after starting of the programme or after close of admission process, whichever is earlier	The seat falling vacant is filled by admission of another candidate	80% of the Tuition Fee to be refunded	80% of fees to be refunded	All deposits to be refunded	Rs. 1,000/-
	The seat remains vacant even after closure of admission process	Entire fee will be forfeited	Entire fee will be forfeited	All deposits to be refunded	--

**Essentials for refund of fees**

- e. The student should submit written application on plain paper for cancellation of admission (with the date) alongwith the fee receipt.
- f. The purpose of cancellation should be clearly stated in the application.
- g. The application should be signed by Head of the Department
- h. The application should be 'inwarded' by the department office

**Refund of fees for un-aided courses:**

Time of Withdrawal	Conditions of Withdrawal	Refund of Tuition Fees	Refund of other fees	Refund of Deposits	Charging of Processing Fees
Application for withdrawal submitted before starting of the programme or <b>before</b> close of admission process, whichever is earlier	--	75% of the tuition fee to be refunded	75% of fees to be refunded	All deposits to be refunded	Rs. 1,000/-
Application for withdrawal submitted after starting of the programme or <b>after</b> close of admission process, whichever is <u>earlier</u>	The seat falling vacant is filled by admission of another candidate	50% of the Tuition Fee to be refunded	50% of fees to be refunded	All deposits to be refunded	Rs. 1,000/-
	The seat remains vacant even after closure of admission process	Entire fee will be forfeited	All fees to be forfeited	All deposits to be refunded	--

**Essentials for refund of fees**

- e. The student should submit written application on plain paper for cancellation of admission (with the date) alongwith the fee receipt.
- f. The purpose of cancellation should be clearly stated in the application
- g. The application should be signed by Head of the Department
- h. The application should be 'in-warded' by the department office