



REFUND POLICY

The SRM University-AP Fee Refund Policy for freshers is based on UGC Guidelines.

Refund Policy:

- a. Any student admitted to any of the programmes offered by the University may apply for a refund from studies at any time during the academic year of admission or later.
- b. Application form for refund must be made in the prescribed format duly signed by the student and the parent.
- c. Application for refund may be made either by applying along with the duly filled and signed prescribed format in person by the student or his/her authorised representative or by applying online.
- d. In case a programme is called off due to any reason (s), the full fee deposited by the student shall be refunded.

Refund Procedure:

The refund money will be transferred to the bank account as per the cancelled cheque leaf submitted at the time of counselling/admission.

The refund of money will be affected only by RTGS / NEFT.

The paperwork for refund will be initiated ONLY on the date of receipt of the following documents by the Director of Admissions, SRM University-AP:

- All receipts towards the payment of fees
- Counselling Call Letter
- Provisional Allotment Letter (PAL)
- Cheque leaf (cancelled) of the bank to which the transfer of money is to be done (in case money needs to be refunded to some other account).
- Money will not be refunded to the student or business accounts. Please share details of the account details (cancelled cheque leaf) of the parents/authorised representative of the student.

SRM University-AP will not be responsible for the change/misrepresentation of account information as received and confirmed by the student/authorised representative of the student.

If all documents submitted for refund are in order, then the time taken to process and effect the transfer of refund money will be 30 working days. **Kindly note that it is the sole responsibility of the candidate to submit all required documents for the timely processing of the refund.**

REFUND OF TUITION FEES TIMELINES

Last date of admission: [To be notified]

Sl. No	Percentage of Refund of Tuition Fees	Point of time when notice of withdrawal of admission is received in the HEI
1	100%*	15 days or more before the last date of admission
2	90%	Less than 15 days before the last date of admission
3	80%	15 days or less after the last date of admission
4	50%	30 days or less, but more than 15 days, after the last date of admission
5	00%	More than 30 days after being formally notified

Note:

- a) The last date of admission for the AY 2024-25 shall be notified or as per UGC notification for AY 2024-25. The university reserves the right to change/alter the above-mentioned date.
- b) * In case of (1) in the table above, the University shall deduct an amount of Rs. 10,000/- as admission fees which is not refundable.
- c) Fees shall be refunded by the University to an eligible student within thirty working days from the date of receiving a written application from him/her in this regard.

Refund of Hostel Room Rent:

- Hostel Room Facility for one full year- Non-Refundable: Once the student completes enrolment and classes commence, the Hostel Room Rent is non-refundable even if the student does not use the Hostel Premises for a single day.
- Full Hostel Fees will be refunded if the student withdraws before the commencement of the classes.

Refund of Hostel-Mess Fee:

- Mess Facility for one full year- Non-Refundable – Once the Hostel room allotment is completed, the hostel mess fee is non-refundable.
- Mess Facility for Final year students: Final year students who are on internship, the mess facilities will be charged for the semester.

Refund of Hostel and Academic Caution Deposit:

- Refundable on clearance of no Dues from Hostel and Academic Departments and after deductions for any damages to the premises, wear and tear as confirmed by the CLM department. If any other fee is outstanding from the student to the university, the same will be adjusted and only the balance will be paid.

Refund of Transport:

- Transport facility for one full year- Non-Refundable: Once the fee for utilising the transport facility is paid, the transport fee is non-refundable, even if the student does not use the transport facility for a single day.
- For BTech Final-year students who opt for an internship, the transport fee shall be charged semester-wise.

Some other important points

- Refunds shall be done online through bank transfer after verifying the application or documents and after completion of the dues process.
- No interest shall be payable on the refund of any fees.
- The University reserves all rights to modify and amend the Fee Refund Policy.
- The decision of the Vice Chancellor is final in all refund-related matters.

Annexure- A



SRM UNIVERSITY-AP

Office of the Director Admissions

FORM 101 APPLICATION FOR WITHDRAWAL AND FEE REFUND

1	APPLICATION NO (As in Provisional Allotment Order)	
2	NAME OF THE CANDIDATE	
3	NAME OF THE PARENT	
4	BRANCH CHOSEN DURING COUNSELING	
5	REASON FOR WITHDRAWAL	
6	DETAILS OF FEES PAID TO UNIVERSITY	Name of bank :
		DD NO DD DATE DD AMOUNT
7	FEE PAID DETAILS - ONLINE	<u>TRANSACTION ID NO AND DATE</u>

MODE OF REFUND

8	IF RTGS/NEFT(Please specify in the following details)	
	BANK DETAILS : RTGS/ NEFT	
	NAME OF THE BENEFICIARY	
	ACCOUNT NUMBER	
	NATURE OF ACCOUNT	<input type="checkbox"/> SAVING ACCOUNT <input type="checkbox"/> CURRENT ACCOUNT
	IFSC CODE	
	NAME OF THE BANK	
	NAME OF THE BRANCH(PLACE)	
	<u>BANK ADDRESS</u>	

9	ENCLOSURE CHECK LIST	1. ORIGINAL PROVISIONAL ALLOTMENT ORDER 2. ORIGINAL FEES PAID RECEIPT / ONLINE RECEIPTS
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Please provide any one of the following documents for RTGS/NEFT

Cancelled cheque leaf/ Bank passbook front page.

Bank certificate informing the above mentioned details.

YES I gone through refund policy thoroughly and I accepted it.

Date :

signature of the student/ parent

Place :

phone no :