



## Office of the Registrar

### **PAYMENT OF FEES AND REFUND POLICY (Academic Year 2019-20)**

#### **(A) Fees:**

1. Fees includes Tuition fee, Development fee, University fee, Holistic Development fee, Convocation fee.
2. The Tuition Fee covers all the teaching and other expenses, such as library, examination, labs, co-curricular activities, sports for the academic year but does not cover excursions, pocket money, extra subject / learning support, weekend outings / trips, transportation, extra stationery / journals, workshop tolls & materials, other co-curricular activities, extra tutorials, medical expenses etc.

#### **(B) Payment of Fees:**

1. The student shall pay the fees as per the fee structure of 2019-20 batch
2. There will be two modes of payment available for payment of fees:

##### **a. Fees up to Rs. 1,00,000/- (Rs. One Lakh)**

One-time payment to be made on or before 10 July for the students of second year and onwards and for the first year students payment is to be made on or before 1<sup>st</sup> August.

List of the programs having fees less than or equal to Rs. 1, 00,000/-

- a. Bachelor of Performing Arts
- b. Master of Performing Arts
- c. Diploma program in Performing Arts
- d. Master of Fine Arts – Painting
- e. Post graduate program – Painting
- f. Bachelor of Science – Integral Psychology
- g. Master of Science – Vedic Sciences
- h. PG Diploma in Applied Vedic Psychology
- i. Master of Arts – Sanskrit
- j. Master of Arts – Education
- k. Bachelor of Education
- l. Diploma in Pre-Primary Teacher Education



**b. Fees more than Rs. 1,00,000/- payment modes are as follows:**

- a. Payment of full fees at the time of admission - 5% rebate on Tuition Fee
- b. Payment of fees in two equal instalments – Full fees to be as per the fee structure

**c. Due dates for payment of fees in instalments**

- a. First instalment on or before 10 July for the students of second year and onwards and for the first year students the payment is to be made on or before 1<sup>st</sup> August.
- b. Second instalment on or before 10<sup>th</sup> January of the academic year for all students.

**(C) Late Fees:**

1. If the student is unable to pay the fees on or before the due dates, then he/she has to apply to the Dean / Director / Principal requesting permission to pay the fees on later dates. The Dean / Director / Principal may permit the student to pay the fees with late fee as follows:
2. Late fees and consequences of not paying the fees will be as follows:
  - a. If paid within 30 days after the due date (10<sup>th</sup> July, 1<sup>st</sup> August or 10<sup>th</sup> January of the academic year, as the case may be), late fee of Rs.50/- per day
  - b. If paid after 30<sup>th</sup> but before 60<sup>th</sup> day after the due date (10<sup>th</sup> July, 1<sup>st</sup> August or 10<sup>th</sup> January of the academic year, as the case may be), late fee Rs. 100/- per day
  - c. If the fee is not paid even after the 60<sup>th</sup> day, then the name of the student shall be struck off from the records of the Institute and University.
  - 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.

**(D) Late Registration:**

Students of second year and onwards are supposed submit the semester registrations on or before the commencement of the Semester. If the student fails to submit the registration forms in the concerned schools on or before the commencement



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of the semester, then penalty of Rs. 10,000/- will be charged. The late registration and reporting the School should not be more than 2 weeks from the commencement of semester.

### (E) Refund of Fees: New Admissions

1. If a student chooses to withdraw from the program of study or cancel the admission, in which he/she is enrolled, the fees paid by the said student will be refunded in accordance with UGC directives, as detailed below:

Sr. No.	Percentage of Refund	Cancellation of admission
1	100%	15 days or more <b>before</b> the last date of admission
2	90%	Less than 15 days <b>before</b> the last date of admission
3	80%	15 days or less <b>after</b> the last date of admission
4	50%	30 days or less, but more than 15 days, <b>after</b> the last date of admission
5	00%	More than 30 days <b>after</b> the last date of admission

**Note:** In case of Serial (1) in the above table, 10% of the aggregate fee will be charges as processing charges from the refundable amount.

2. University fees will be refunded only in case of admission cancellation before commencement of course.
3. Any instrument / equipment / gadget or books and stationery purchased from / through the Institute is not refundable.
4. In case of any dispute regarding this fee policy, the decision of the Vice Chancellor of MIT ADT University would be final & binding.
5. If the student has taken admission by paying token amount and subsequently apply 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 handed over.



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### **(F) Year Back Students**

In case of year back students –

- a. If the student is repeating the year by attending regular classes then
  - i. He/she has to pay full fees of the year, if student has failed in more than 50 percent subjects.
  - ii. He/she has to pay the fees of semester if student has failed in 50 percent or less subjects.
- b. If the student is not attending the regular classes but appearing for examinations only as backlog student, then he/she has to pay University fee of Rs. 10,000/-

### **(G) Fee Structure for year down students / Academic Break**

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

### **(H) Bank Charges**

1. All bank charges pertaining to inward remittance of the fee, if any, shall be debited to students' account.
2. In the event of cheque / draft return, a sum of Rs. 1000/- besides the bank charges shall be debited to the student's account.