

Ref. No.: MITADTU/Reg./2020-2021/616

Date:04/06/2021

**PAYMENT OF FEES AND REFUND POLICY (A.Y. 2021-2022)**

**1. Payment of Fees:**

**a. Payment of Fees at the time of admission:**

As per O.3 of the Academic Ordinances, 2016, registration by the student at beginning of each semester is compulsory. Students have to pay the full fees of the semester at the time of admission or during 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.

**b. Payment of fees of second and subsequent semesters:**

Students have to pay the full fees of the semester before the commencement of the semester or during 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.

**c. 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 monthly review of the admitted students, number of students who have paid the fees and registered students in the prescribed format and submit the same to the office of Hon'ble Vice Chancellor and copy to Accounts Department.

**2. Late Fees:**

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

- a. If paid within 30 days after the due date, 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, late fee Rs. 100/- per day after 30<sup>th</sup> 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.

**3. 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 rules for refund of fees would be as follows:



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| Sr. No. | Percentage of deduction | Cancellation of admission   |
|---------|-------------------------|---|
| 1       | 00%                     | 15 days or more <b>before</b> the last date of admission  |
| 2       | 10%                     | Less than 15 days <b>before</b> the last date of admission  |
| 3       | 20%                     | 15 days or less <b>after</b> the last date of admission and classes are not commenced.                        |
| 4       | 50%                     | 30 days or less, but more than 15 days, <b>after</b> the last date of admission and classes are not commenced |
| 5       | 100%                    | More than 30 days <b>after</b> the last date of admission   |

### Notes:

1. In case of Serial (1) in the above table, 10% of the aggregate fee will be charged as processing charges and will be deducted from the refundable amount.
2. Any instrument / equipment / gadget or books and stationery purchased from / through the Institute is not refundable.
3. In case of any dispute regarding this fee policy, the decision of the Vice Chancellor of MIT ADT University would be final & binding.
4. 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 returned.

### 4. 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 has completed the term (NO FR) but failed or not promoted due to minimum CGPA and is not attending the regular classes but appearing for examinations only as backlog student, then he/she has to pay examination fee, as per the rules.

### 5. Fee Structure for Academic Break students:

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.

### 6. Bank Charges:

1. All bank charges pertaining to inward remittance of the fee, if any, shall be debited to



## Office of the Registrar

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- 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.



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

Date: 04.06.2021