

Date: 2/5/2024

## Medhavi Skills University Refund Policy 2024-2025

In compliance with the University Grants Commission (UGC) guidelines for the academic session 2024-25, Medhavi Skills University has established the following fee refund policy. This policy addresses the concerns of students and parents regarding the refund of fees upon request/application for withdrawal of admissions.

The policy will take effect from 2<sup>nd</sup> May 2024, and will apply to all students admitted to the University Program for the academic session 2024-25 who enroll on or after May 2<sup>nd</sup>, 2024.

### 1. Fee Refund Policy:

#### 1.1. Percentage of Refund Based on withdrawal Timing

- 15 days or more before the formally notified last date of admission: 100% of fees will be refunded.
- Less than 15 days before the formally notified last date of admission: 90% of fees will be refunded.
- 15 days or less after the formally notified last date of admission: 80% of fees will be refunded.
- More than 15 days but less than 30 days after the formally notified last date of admission: 50% of fees will be refunded.
- More than 30 days after the formally notified last date of admission: No refund will be made.

### 2. Refund Procedure:

- Refund requests must be submitted through the registered student email ID in the university as per the specified format (Annexure-I) to [admissions@msu.edu.in](mailto:admissions@msu.edu.in) with the subject line: "Request r e f u n d /Enrolment Cancellation" within the refund window

- The refund process will be initiated only after the receipt of the written application through email and will be completed within 30 working days.
- Please note that regardless of the payment method used for fees, refunds will always be transferred to a bank account (as per the details provided by the students) through NEFT/IMPS/RTGS or any other suitable facility as determined by Medhavi Skills University.

### **3. Important Notes:**

- No refunds will be granted under any circumstances if the refund request is made after 30 days from the batch commencement date.
- Registration fees are non-refundable.
- If a candidate decides to withdraw from the program after 30 days from the start of the batch and has already paid fees for multiple semesters:
  - The fees paid for the first semester will not be refunded.
  - The fees paid for the upcoming semesters will be fully refunded, but only if the candidate requests the withdrawal before those subsequent semesters begin.
- A candidate who has paid fees for the 1st semester and subsequent semesters and applies for withdrawal within 30 days before or after the notified admission closing date is entitled to:
  - A refund for the 1st semester based on the applicable percentage specified in clause 1.1.
  - A full refund for the fees paid for the other subsequent semesters.
- No refunds will be allowed for dissatisfaction of the applicant. In cases of dissatisfaction from services the applicant can choose to be added in a different batch. However, the university holds the right to choose the new batch in which Applicant will be added.
- Refunds will not be granted during circumstances that are beyond human control, including, but not limited to Acts of God (Force Majeure), natural disasters, and pandemics of any kind such as Covid 19 or other unforeseen events that are beyond the reasonable control of the organization.
- Student getting Admission by fraudulent means or by concealment of facts. In such cases the admission shall be cancelled at whatever stage the facts are discovered and the fees deposited will not be refunded. If he/she has, however, in the meantime passed any examination or part of an examination, the same shall be cancelled.

This fee refund policy is subject to change as per the latest UGC guidelines and university regulations.

## Annexure – I

### Application For Withdrawal

To  
The Admission Head  
Medhavi Skills University

Subject: Application for withdrawalDear Sir

I would like to request the withdrawal of my enrolment from Medhavi Skills University. The details of my enrolment are as follows;

Name	
Name of the program	
MSU enrolment Number	
Registered Mobile Number	
Date of Admission	
Permanent Address	
Reason for withdrawal	
Bank Account Details (It is the same bank account number from where the payment had been done at the time of admission.)	Bank Name: Branch: Beneficiaries Name: Account Number: IFSC Code:

Signature of the Student

Name:

Date:

1. Ensure the application is submitted within the refund window.
2. The completed application must be submitted via the registered email ID to admissions@msu.edu.in.
3. The subject line of the email should be: "Request for Refund/EnrolmentCancellation.
4. Ensure the application is submitted within the refund window.