

Medhavi Skills University- Polaris **Refund Policy 2024-25**

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 May 2nd, 2024, and will apply to all students admitted to the University Program for the academic session 2024-25 who enroll on or after May 2nd, 2024.

1. Fee refund Policy:

1.2. 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 via the registered email ID in the university as per the specified format (Annexure-I) to **admissions@msu.edu.in** with the subject line: "Request for

Refund/Enrolment Cancellation" within the refund window.

- The refund process will be initiated only after the receipt of the written application 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. Special Considerations:

- In case of withdrawal due to serious illness or other medical grounds, the university may consider a refund on a case-by-case basis upon submission of relevant medical documentation.
- 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 fee 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.

4. Important Notes:

- No refunds will be granted under any circumstances if the refund request is made after 30 days from the batch commencement date.
- 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 organization 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, pandemics of any kind such as Covid 19 or other unforeseen events that are beyond the reasonable control of the organization.

This fee refund policy is subject to change as per the latest UGC guidelines

and university regulations. Students are advised to check the university website regularly for any updates.

Medhavi skills University

Annexure - I

Application For Withdrawal

To
The Admission Head
Medhavi Skills University

Subject: Application for withdrawal

Dear 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	Bank Name: Branch: Beneficiaries Name: Account Number:

the time of admission.)

IFSC Code:

Signature of the Student

Name:

Date:

The completed application must be submitted via the registered email ID to admissions@msu.edu.in.

The subject line of the email should be: "Request for Refund/Enrolment Cancellation".

Ensure the application is submitted within the refund window.