



Cancellation of Admission and Refund of fees, return of documents by Institutions:

Institute having admissions below 1/3 rd admissions after pre-cut-off date has to refund full fees to the candidate in case of cancellation/transfer of admission immediately within two days of cancellation/transfer of admission.

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Institute shall refund the entire fees to the candidate after deduction of Rupees one thousand only towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute.
- (b) Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is affected by the candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the institute by submitting application to the Institute after the cut-off date;
- (c) No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;
- (d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

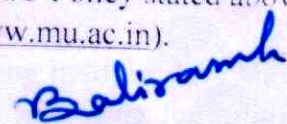
d. For any admission schedule extending/commencing beyond/after 31st October, 2024, the provisions contained in the UGC Notification issued in October, 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference).

Category	Percentage of Refund Fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission.
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission.
(5)	00%	More than 30 days after formally notified last date of admission.

- e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.
- It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023 wherein "delay in, or denial of the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time" has been defined as one of the grievances.
 - The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by provision of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.
 - Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Cause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October, 2018.

You are directed to ensure the compliance of refund of fees, as per UGC Policy stated above. (The said circular is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
13th August, 2024


Prof.(Dr.) Baliram Gaikwad
I/c. REGISTRAR

To

All the Principals of the Affiliated Colleges, Autonomous College, Recognized Institutions, the Head of the University Departments, Deans of all Faculties, Associate Deans, Director of the Thane Sub-Campus, Director of the Kalyan Sub-Campus and the Co-ordinators of the Ratnagiri Sub-Campus, all University & College teachers, Deputy Registrars, Assistant Registrars and Wardens of Hostel.

M.C/12/25/7/2024

Copy forwarded with Compliments for information to:-

- 1) The Director, Board of Examinations and Evaluation,
- 2) The Director, Board of Students Development,
- 3) The Director, Department of Information & Communication Technology,
- 4) Finance & Account Officer,
- 5) The Deputy Registrar, (- Finance & Account) Kalina,
- 6) The Assistant Registrar, (Finance & Account) Kalina.

Copy to :-

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

for information.