



# Maulana Azad University, Jodhpur

## Rules for Refund of Tuition Fee

1. These Rules can be amended, clarified and changed by the University.
2. No interest is payable on any amount deposited with University also including refundable amount, if any.
3. Approved applications for refund will be processed within minimum 8-10 weeks.

I REFUNDABLE CASES		RULES
1	<b>Refund before the commencement of the classes but not after the closure of admission</b>	Tuition Fee shall be refunded after the deduction of processing fee of Rs. 2,000 (Two thousand only).
2	<b>Refund after the commencement of the classes but not after the closure of admission</b>	Tuition Fee shall be refunded after the deduction of processing fee of Rs 2000 (Two Thousand only) and the proportionate monthly tuition fee. Note: (a) For deduction of the proportionate monthly tuition fee, the course tuition fee without any benefit like scholarship, financial aid etc. (if any) will be considered. (b) If an applicant has paid lesser than the amount to be deducted from Tuition Fee, then the deduction amount may be adjusted from the fee paid for hostel/ security or other related deposits, if applicable.
3	<b>Refund after the closure of admission</b>	No tuition fee shall be refunded.

II NON-REFUNDABLE FEES/CASES	
1	Amount paid for obtaining Prospectus, Application fee, Processing fee, Entrance fee, late fee, course transfer fee etc. is non-refundable under all circumstances.
2	In case a student leaves after the last date of admission or withdraws/leaves in the midstream, in such cases, that student shall have no claim of refund of fee and other charges already paid or otherwise, whatsoever against the University.
3	If in any case, a candidate has unknowingly or wilfully concealed or suppressed any information or fact or found impersonating or using any fraudulent means for getting the admission to the University or for obtaining scholarships, which renders him/her ineligible for the admission and/or scholarship, the admission of such an applicant shall be cancelled and/or he/she will be liable to disciplinary action(s) as decided by the University and/or as per the law of the land. That candidate shall have no claim of refund of fee and other charges already paid or otherwise, whatsoever against the University.

III PROCEDURE OF REFUND	
<ol style="list-style-type: none"><li>i. For refund, applicant needs to apply to the University on the prescribed form as available in University Office/Admission Office/Dean's Office.</li><li>ii. Only original form duly filled and signed by the student and parent/guardian received in person or by post by the last date of admission will be accepted.</li><li>iii. Application sent via email or any other mode will not be accepted and cannot be used as a reference for claim of refund.</li><li>iv. Postal delay will not be the liability of the University and the date on which application by post is received by the University will be considered for refund.</li><li>v. Refund will be made only after the applicant has surrendered the Original fee Receipt, ID Card (if already issued), letter from University for processing Loan and any other document as required by the University at the time of refund.</li><li>vi. Refund, if any, will be made through the account payee cheque only in the favour of concerned student or parent/guardian as opted and written by the student while filling the 'Application Form for Refund'. Once the application for refund has been submitted, then any request to change the name of payee (student/parent/guardian) or for request to reissue the cheque because of postal delay or otherwise, additional processing fee of Rs. 500 will be charged.</li><li>vii. Any amount, if refunded, will be in Indian currency only. For International Applicants, the refund against application received as per prescribed guidelines will also be in Indian currency and as per the actual conversion rate of US Dollar (on the date of the student withdrawal application).</li><li>viii. In case, the applicant has availed any letter or document from the University for processing the loan then the refund will be made through the account payee cheque in favour of the sanctioning bank, unless the applicant submit the NOC from the bank to get the refund in his own/parent/guardian favour.</li></ol>	