



SHRI VAISHNAV INSTITUTE OF MANAGEMENT & SCIENCE, INDORE

(Autonomous)

Approved by AICTE, New Delhi and Affiliated to DAVV, Indore & RGPV, Bhopal, Madhya Pradesh, India

UGC-NAAC Accredited 'A' Grade Institute

ISO 9001:2015 Certified

Date: June 30, 2026

Fee Refund Policy for Session 2026-27 **(For all UG/PG Programmes offered by the institute)**

First Year (New Admissions)

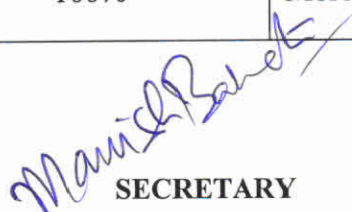
The Management of the Institute has decided the Fee Refund Policy for I year new admission applicable w.e.f. from July 1, 2026 as follows:

If the student withdraws the admission during the period of online counseling, the fee may be refunded as per the AICTE norms for BBA/BCA/MCA/MBA Programmes.

If the student withdraws the admission during the period of online counseling, the fee may be refunded as per the UGC Norms for B.Sc./M.Sc. Programmes. As per the guidelines issued by the University Grants Commission (UGC) vide D.O. No. F.2-71/2022 (CPP-II) (C-114546) dated 12 June 2024, in the event that a student withdraws from the program of study in which he/she is enrolled, the Institute shall adhere to the prescribed four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees	Deduction of Processing Charges applicable on Annual fee (Not on deposited Amount)	Time Period for Submission of Withdrawal Request
(1)	100%	Maximum of Rs.1000/-	15 days or more before the last date of admission
(2)	90%	10%	Less than 15 days before the last date of admission
(3)	80%	20%	Within 15 days after the last date of admission
(4)	50%	50%	More than 15 days but within 30 days after the last date of admission
(5)	0% (No Refund)	100%	More than 30 days after the last date of admission


DIRECTOR


SECRETARY


CHAIRMAN



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Note:

1. In cases where 100% refund is applicable, a maximum processing fee of Rs.1,000/- will be deducted.
2. Processing charges are calculated on the annual fee and not on the amount deposited. If the deposited amount is less than the required amount, the candidate must pay the remaining balance.
3. Students seeking cancellation of admission must submit a duly signed handwritten application, endorsed by the student and/or their parent or guardian, to the Admission Department within the prescribed deadline. Requests made via telephone, email, or verbal communication will not be considered valid unless supported by a formal written application.
4. The effective date of cancellation shall be the date on which the written application is officially received by the Institute.
5. **The Institute reserves the right to revise or amend this policy in accordance with any subsequent notifications or directives issued by the University Grants Commission or other competent regulatory authorities.**


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Date: 30/06/2025

Fee Refund Policy

(For all UG/PG Programs offered by the institute)

The Management of the institute has decided the fee refund policy applicable w.e.f. from July 1, 2025 as follows:

First Year (New Admissions)

- If the student withdraws the admission during the period of online counseling, the fee may be refunded as per the UGC/ AICTE/ State Govt. norms

For the Programmes in Annual Pattern

Second/ Third Year

- After completing one year and before commencement of the classes of next promoting year of an academic session, if the student wants to withdraw admission, student need not to pay any fee for the next promoting year, subject to the clearance of previous year's dues.
- If the student wants to withdraw after the commencement of the classes of second and third year, during first half of the session, first installment of the annual fee has to be paid by the student. The same rule applies to the first year student if the prescribed date of fee refund by the competent authority is over prior to the commencement of classes.


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- If the student withdraws in second half of the session, the remaining annual fee along with the applicable late fee fine has to be paid by the student. The same applies to the first year students also.

For the Programmes in Semester Pattern

- If the student withdraws during First Half/ Odd Semester of the academic session after commencement of classes, the first installment of annual fee has to be paid by the student. The same rule applies to the first semester student if the prescribed date of fee refund by the competent authority is over prior to the commencement of classes.
- If the student withdraws in Second Half/ Even Semester of the session, annual fee along with the applicable late fee fine has to be paid by the student. The same applies to the first year students also.

If any student deposits the fee of the next promoting year prior to declaration of the result by the affiliating university and does not clear the previous year's exam, the deposited fee will be refunded. In case if any such student (Ex-student) wishes to continue his/ her study as a regular student from the next academic session, the fee deposited may be carry forwarded.

Note: The institute reserves the right to amend the above Policy from time to time.


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