



Village – Hadauri, Post – Tindola, Lucknow-Deva Road, Barabanki – 225003

FEE REFUND POLICY

(w.e.f Session 2026-27)

Ref. No: SRMU/RO/Policy/ FRP/2025-26/03 Issue No. – 03 Date of Issue: Jan 27, 2026	Compiled By: - Deputy Registrar (Academics)	Checked By: - Registrar	Approved By: - Vice Chancellor
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1. Introduction

The “Fee Refund Policy” has been framed to smooth the fee refund process after cancellation of admission or hostel/transport facility in the University. It will ensure a fair and transparent system in order to protect the interest of all concerned.

2. Remittance and Refund of Course Fee

As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students’ Entitlement and UGC Notification on Remittance and Refund of Fees and Other Student-centric issues (Dec 2016), fee refund in case of admission withdrawal shall be processed as mentioned below:

(Reference UGC letter no. D.O. No.F.2-71/2022 (CPP-II) (C-114546) dated: 12th June, 2024)

2.1 If a student chooses to withdraw from the program of study in which he/she is enrolled, the University shall follow the following four-tier system for the refund of fees remitted by the student.

For First year:

S. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to the University
(a)	100%	15 days before the formally-notified last date of admission
(b)	80%	Not more than 10 days after the formally notified last date of admission
(c)	50%	More than 10 days but less than 15 days after formally-notified last date of admission
(d)	00%	More than 15 days after formally-notified last date of admission

** (Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*

2.2 In case of (a) in the table above, the University shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

2.3 Fees shall be refunded by the University to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

In case the vacated seat is not filled, and the complete course fee has been submitted, the University shall refund only Caution Money and return the original documents within 7 days.

Those students who are granted provisional admission due to non-declaration of their qualifying examination result are required to submit their marksheets before appearing in the University examination or by November 15, whichever is earlier. In case of admission criteria not fulfilled, the admission shall stand as cancelled; in that case, refund of fees shall not be permissible.

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For 2nd year onwards:

S. No	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to the University
(a)	100% (submitted for that session with clearance of fee for last year)	Before the commencement of classes of odd semester or after the commencement of classes within 3 days (if student is not registered for the next session).
(b)	00%	After 3 days of commencement of classes of odd semester.

Procedure for Application: The applicant shall fill NO DUES Form along with Fee Refund Form (available in the Registrar Office) and shall submit duly filled form in the Registrar Office after obtaining remarks from the concerned offices.

3. Remittance and Refund of Hostel & Bus Fee

There are occasions when a student applies for leaving the Hostel or University bus during the currency of an academic session. This may be due to a variety of personal reasons like transfer of parents, health grounds or food preferences etc. This opting out is invariably associated with a request for refund of an amount in proportion to the left off period of the academic year. In view of various service providers, complete planning regarding mobilization of resources, refund of Hostel and Bus Fee shall be processed as under:

3.1 Refund of Hostel Fee

Hostel fee comprises of three components - (a) Caution Money (b) Maintenance Charges, and (c) Mess Charges.

(a) In case a student, who has made full or partial payment of hostel fee, want to withdraw the refund of hostel fee shall be after deduction of following charges:

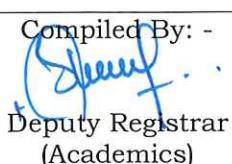
S. N.	Duration	Fee to be submitted in case of Hostel Cancellation	
		Maintenance Charge	Mess Charge
1.	0 – 7 days	10% of Total Hostel Fee	
2.	More than 7 days	100% Maintenance Charge	Mess Charge as per calculation on monthly basis

(b) If student has been expelled on disciplinary ground from hostel, the refund of hostel fee depends on the recommendation of Hostel Advisory Committee & DSW and final decision of Vice Chancellor.

Note: In case of Mess Charges, part month shall be considered as full month i.e. full fee shall be charged for current month irrespective of number of days for which mess facility has been availed.

3.1.1 Hostel Caution money shall be refunded after the completion of session.

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Deputy Registrar
(Academics)

Checked By: -

Registrar

Approved By: -

Vice Chancellor
Shri Ramswaroop Memorial University
Lucknow, U.P. 226003
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3.1.2 **Procedure for Application:** The applicant shall submit Discontinuation/ Cancellation Form (available in Hostel) and submit to the Chief Hostel Warden for further processing. It is mandatory to surrender the Hostel Pass at the time of Hostel Cancellation.

3.2 Refund of Bus Fee

Bus facility provided by the University is based on No-Profit, No-Loss principle. To smooth the Bus Fee refund process after discontinuation, refund of bus fee shall be processed as under:

- 3.2.1 The bus facility once taken cannot be withdrawn till the end of semester unless the student cancels his admission itself.
- 3.2.2 The bus withdrawal will be permitted at the end of semester only if there are enough users of the bus on that route and valid reasons have been provided by the student concerned.
- 3.2.3 Since the bus charges are collected on annual basis, 50% bus charges will be refunded in case the withdrawal of the student from the bus has been applied before the end of Odd semester.
- 3.2.4 In case, any student joins the bus after the commencement of the Even Semester, in that case also 50% bus charges will be paid by him/her.
- 3.2.5 **Procedure for Application:** The applicant shall submit Discontinuation/ Cancellation Form (available in Admin Office) and submit in the Admin Office for further processing. It is mandatory to surrender the Bus Pass at the time of Bus Cancellation.

4. Refund Procedure

- 4.1 Based upon clauses 2 & 3, concerned authorities shall recommend the amount of refund to the Accounts Office. After deduction of appropriate amount as per policy, the University shall refund the fee.
- 4.2 Refund shall be done Online through NEFT or through Account Payable Cheques in the name of the concerned applicant/parents after verifying application or documents.
- 4.3 No interest shall be payable on a refund of any fees.
- 4.4 The University reserves all the rights to modify and amend Fee Refund Policy.
- 4.5 All disputes are subject to the legal jurisdiction of District Barabanki, Uttar Pradesh.

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