



REFUND OF FEES POLICY

1. Applicability

This policy shall apply to all students admitted to programmes offered by the Institute and is framed in accordance with the UGC guidelines on refund of fees and institutional regulations.

2. Non-Refundable Components

- No component of fees shall be treated as non-refundable except the permissible deduction of 5% of the total fees paid, subject to a maximum of ₹5,000, as processing charges, in accordance with UGC Guidelines.
- Fees already deposited to the University such as **Student Aid Fund, special fees (if any), and University Enrolment Fees** are not refunded to the Institute, and hence shall not be refunded.

3. Caution Deposit

- The Caution Deposit shall be refunded in full after completion or withdrawal from the programme, subject to issuance of a **No Dues Certificate**.
- Refund of caution deposit shall be processed normally within **30 days** from the date of submission of the application.

4. Refund on Withdrawal/Cancellation of Admission

Refund of tuition and other fees shall be considered on receipt of a written application for withdrawal/cancellation of admission. The refund shall be governed by the following provisions:

Point of time when notice of withdrawal is received	Refund of Aggregate Fees *
15 days or more before the formally notified last date of admission	100%
Less than 15 days before the last date of admission	90%

Point of time when notice of withdrawal is received	Refund of Aggregate Fees *
15 days or less after the last date of admission	80%
More than 15 days but less than 30 days after the last date	50%
More than 30 days after the last date	No Refund

* (Inclusive of tuition fees and other fees but exclusive of Caution Deposit). In cases where students are eligible for 100% refund, 5% of the fees paid (maximum ₹5,000) shall be deducted as processing charges.

5. Mode and Timeline of Refund

- Refund shall be made **only through Account Payee Cheque/Bank Transfer**.
- The amount will be released **within 15 days** from the date of receipt of the written request.
- An acknowledgement shall be obtained from the student/parent for the amount refunded.

6. Expulsion Clause

- VMSIHE reserves the right to expel any student for constant violation of rules and regulations of the institute or hostel rules. Caution deposit may be withheld only against proven dues/damages after due process.

7. Amendments and Authority

- This policy shall stand automatically amended in accordance with any future notifications issued by UGC, Goa University, or Directorate of Higher Education, Government of Goa.
- The decision of the Head of Institute shall be final in matters of interpretation.