वसुधैव कुटुम्बकम्

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

NOTIFICATION NO. 1743

No. SIU/ U-28/ 2026/ 751 **Dated 19th February, 2026**

Subject: Rules for Refund of Fees and Non-Retention of Original Certificates, 2026

Authority: Executive Council vide Resolution No. A27: EC: 19.12.2025

WHEREAS, as per the University Grants Commission (UGC) guidelines on Rules for Refund of Fees and Non-Retention of Original Certificates vide its letter D.O.No.F.2-71/2022(CPP-II) (C-114546) dated 12th June, 2024 the Rules for Refund of Fees and Non-Retention of Original Certificates notified vide Notification No. SIU/28/ 1483 dated 10th October, 2024.

2] AND WHEREAS, UGC has issued letter dated 27th October, 2025 reiterating the Fee refund policy for the Year 2024-25 currently in existence will remain in force for subsequent academic sessions until the issuance of new policy by UGC.

3] AND WHEREAS, in order to update and strengthen the existing rules and to bring greater clarity, transparency, and uniformity in their implementation across all constituent Institutes of the University, the Executive Council, vide Resolution No. A27: EC: 19.12.2025, has approved amendments to the Rules for Refund of Fees and Non-Retention of Original Certificates;

4] NOW THEREFORE, the Rules for Refund of Fees and Non-Retention of Original Certificates, 2026 are hereby notified for information of all concerned as Annexure 'A'.

These rules shall come into force from the date of publication of this notification, and the earlier rules shall stand ceased and be superseded by these rules.

॥वसुधैव कुटुम्बकम्॥
SIU

Dr. M. S. Shejul
Registrar

Copy for information to: The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Provost-FoMHS, Principal Director- Symbiosis, Advisor, Symbiosis, Deans of Faculties, Directors/ Heads, Deputy Directors/ Deputy Heads, Administrative Officers/ Assistant Administrative Officers/ Office Superintendents of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments and Officers of the Symbiosis Society and Symbiosis International (Deemed University)

Annexure 'A'

॥वसुधैव कुटुम्बकम्॥

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY) PUNE

RULES FOR REFUND OF FEES AND NON-RETENTION OF ORIGINAL CERTIFICATES, 2026

Contents

1] Preamble 3

2] Applicability and Enforcement: 3

3] Verification and Non-Retention of Students' Academic and Personal Testimonials: 4

4] Rules for Refund of Fees: 4

5] Procedure: Cancellation/ Withdrawal of Admission: 5

6] Refund of Fees (Academic and Non-Tuition including Hostel and Mess):----------5

7. Last Date of Admission: 6

8. Medical Insurance: 6

9. Refund of Deposit: 7

10. Refund of Fees in other Cases: 7

11. Non-Refundable Fees 7

12. Grievance Redressal Mechanism (Grm): 7

13. Transfer Of Fees In Case Of Transfer Of Admission To Another Constituent/ Department Of SIU: 8

14. Miscellaneous: 8

॥वसुधैव कुटुम्बकम्॥
SIU

Key Information	
Title	Rules for Refund of Fees and Non-Retention of Original Certificates
Approving Authority	Executive Council
Resolution No.	Resolution No. A27: EC: 19.12.2025
Policy Owner	Finance Officer
Responsible Department	Finance
Version number	Version 1 - Notification No. 659 Dated 18th February, 2017
Version number	Version 2 - Notification No. 798 dated 16th January, 2019
Version number	Version 3 - Notification No. 1483 dated 10th October, 2024
Version number	Current
Frequency of review	Three (3) years

1] Preamble

The UGC vide its Notification dated October 2018 has issued an elaborative guideline on 'Refund of Fees and Non-Retention of Original Certificates'. Accordingly, the University notified Rules for Refund of Fees and Non-Retention of Original Certificates vide Notification No. 798 dated 16th January, 2019.

The university has consistently followed the provisions set forth in the UGC Notification on Refund of Fees & Non-Retention of Original Certificates, 2018, as well as the Fee Refund Policies/Guidelines/ Circulars issued from time to time.

Due to the COVID-19 pandemic, starting from the Academic Year 2020-21, the UGC issued annual guidelines/ circulars mandating the full refund of fees within specific timelines, while the other rules from the 2018 notification remained unchanged.

The University Grants Commission (UGC) has issued a policy on June 12, 2024, through letter D.O.No.F.2-71/2022(CPP-II) (C-114546), detailing the procedures for the refund of fees due to admission cancellations or student migration for the Academic Year 2024-25.

In view of this, the University issued Circular 6 of 2024 dated June 26, 2024 regarding Fee Refund Policy for the Academic Year 2024-25.

The University has now revised the refund policy by consolidating clauses of Circular 6 of 2024 and the other rules from the 2018 notification. The said UGC Letter dated June 12, 2024, further states that these refund rules will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

2] Applicability and Enforcement:

i) It shall be applicable to Undergraduate, Postgraduate, Doctoral Degrees, Diploma and Certificate Programmes offered by Symbiosis International (Deemed University).

ii) It is in force for the Academic Year 2025-26 and shall be in force for the subsequent academic years until UGC issues a revised refund policy/ guideline as per clause 3.e of the University Grants Commission guidelines on Rules for Refund of Fees and Non-Retention of Original Certificates vide its letter D.O.No.F.2-71/2022(CPP-II) (C-114546) dated 12th June, 2024.

॥वसुधैव कुटुम्बकम्॥
SIU

3] Verification and Non-Retention of Students' Academic and Personal Testimonials:

i) Constituent / Department shall not insist a student to submit the original academic and personal certificates and testimonials like Mark Sheets, School Leaving Certificates and all other such documents at the time of submitting application form.

ii) Students shall be allowed to submit self-attested documents such as Mark Sheets, Birth Certificates etc. for all purposes of administrative requirements.

iii) The office shall verify the original certificates and testimonials before the finalization of the process of admission of the students in his / her presence and return them immediately after satisfying about their authenticity and veracity, keeping the attested copies for office records.

iv) At any stage, if there is a need of any other kind of documents the self-attested copies be accepted and physical verification of originals be undertaken in the presence of student. Such verified originals certificates and testimonials shall be immediately returned to the student.

v) Constituent / Department shall not keep certificates and testimonials of any student into institutional custody under any circumstances or pretexts, as it is strictly prohibited for it is a coercive tactic which can be misused for black mailing students who wish to withdraw admission from the Institute for better prospects or other compulsions.

vi) In case of any suspicion over the authenticity or genuineness of the testimonials, the reference may be made to the University or the Board which issued certificates to the students and the admission be subjected to the authentication, but original certificates shall not be retained under any circumstances.

4] Rules for Refund of Fees:

i) The university has been adhering to the provisions outlined in the UGC Notification on Refund of Fees & Non-Retention of Original Certificates, 2018, and Fee Refund Policies/ Guidelines issued from time to time. In accordance with these provisions, the university has been refunding the fees to students who cancelled their admissions.

ii) Due to the COVID-19 pandemic, starting from the Academic Year 2020-21, the UGC issued annual guidelines/ circulars regarding full refund of fees within specific timelines, while the other rules from the 2018 notification remained unchanged.

iii) The University Grants Commission (UGC) has issued a policy regarding the Fee Refund for the Academic year 2024-25 on June 12, 2024, vide letter D.O.No.F.2-71/2022(CPP-II) (C-114546), outlining the procedures for the refund of fees due to cancellations of admissions/ migration of students for the Academic Year 2024-25.

iv) In line with the above mentioned UGC policy, the University issued Circular 6 of 2024 dated June 26, 2024 regarding Fee Refund Policy for the Academic Year 2024-25.

v) The University has now revised the refund policy by consolidating clauses of Circular 6 of 2024 and the other rules from the 2018 notification. On the basis of the UGC letter dated 12th June, 2024, and UGC letter dated 27th October, 2025, these refund rules have remained in force for the Academic Year 2025-26 and shall continue to remain in force for subsequent academic

॥वसुधैव कुटुम्बकम्॥
SIU

years until UGC issues a revised refund policy/ guideline.

5] Procedure: Cancellation/ Withdrawal of Admission:

i) A student shall apply for cancellation of admission in the prescribed format to the Constituent / Department.

ii) The Constituent/ Department after following due procedure will cancel the admission of the applicant and shall refund fees to the student within 15 days from the date of his / her application.

iii) The Constituent/ Department shall cancel the admission of the student in the following situations: -
   a) Non-payment of fees for more than 1 semester.
   b) Non-reporting to the institute for more than 30 days,

   - without prior intimation in writing to the concern authority.

PART A:

6] Refund of Fees (Academic and Non-Tuition including Hostel and Mess):

A1: The University will refund fees according to the provisions stated in the UGC refund policy dated 12th June, 2024 **from the Academic Year 2024-25** onwards until the issuance of a revised policy by the UGC as mentioned below:

Sr. No.	Particulars	Deduction	Refund
1	**Cancellation of admission up to 30th September**	No deduction of fees	100% refund of academic fees and refundable deposits*
2	**Cancellation of admission from 01st October to 31st October.**	Rs. 1000/- for Processing Charges	Refund of academic and refundable deposits after deduction of Rs. 1,000/-*
3	**Cancellation of admission from 01st November onwards**	100% deduction as per UGC Notification issued in Oct 2018	No Refund of academic fees only refundable deposits will be paid.

***NOTE:**

a. **The University will refund the amount after a proportionate deduction of hostel and mess fees for the duration of the hostel and mess facilities availed by the student till the date of cancellation of admission or 31st October, whichever is earlier. After 1st November, no refund will be made on account of hostel and mess fees.**

b. Deduction of the insurance premium will be made from the refund amount if applicable since the University has paid an insurance premium on behalf of the student to a third-party insurance company. This amount is non-refundable. However, students can avail themselves of the benefits of the insurance scheme until the end of the valid period.

॥वसुधैव कुटुम्बकम्॥
SIU

c. Deduction of the non-refundable portion of fees, i.e. Administrative Fees for International students (Symbiosis Centre for International Education) and Registration Fee for the Ph.D. programme (Symbiosis Centre for Research & Innovation).

d. The refund will be transferred to the same bank account that was provided during the online application for admission cancellation. The University is not liable for any delays or errors due to inaccurate information provided by the student.

A2: For any admission schedule extending/commencing beyond/after 31st October, 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)

S. No.	Percentage of Refund of 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

NOTE: #

i) In case of (1) in the table above, the University shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

ii) 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.

7. Last Date of Admission:

For the purpose of refund of Fees, the last date of admission will be considered as one day prior to the date of commencement of the programme.

8. Medical Insurance:

Medical Insurance premium of the student is deposited to the Insurance Company, immediately after the student obtains provisional admission. Hence, this amount is **NON-REFUNDABLE.**

In case the student's admission is cancelled for reasons what so ever, he/she will continue to draw all benefits under the said insurance scheme for the period insured (policy year). Students may contact Symbiosis Centre of Health Care (SCHC) at 9552525015 (24 X 7) for any query/ assistance.

॥वसुधैव कुटुम्बकम्॥
SIU

9. Refund of Deposit:

i) Refund of Institution deposits shall be subject to such deductions as may be necessary on account of any damage to the property of the Institution concerned such as breakages to laboratory equipment, assets such as computers, gadgets etc., loss of library books for which the student would be responsible.

ii) Refund of the Hostel deposit shall be subject to such deductions as may be necessary on account of any damage to the property of the Institution concerned such as fans, cupboards, glass panes, tables, chairs etc. for which the student would be responsible.

10. Refund of Fees in other Cases:

i) In case, admission of student is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the University, No Refund of fees is permissible. Only the respective deposits would be refunded to the student.

ii) In case admission of a student is cancelled on account of ineligibility, the refund of fees will be as per the table in Part A. However, after 1st November, refunds of fees (Academic and Non-Tuition including hostel and mess) will be on a pro-rata basis.

iii) In any other case which is not covered in these rules, the decision would be taken by the Vice Chancellor.

PART B:

11. Non-Refundable Fees

i) Insurance Premium

ii) International English Language Assessment (IELA) Test fees (Applicable to Foreign Nationals only)

iii) Registration/ Administrative Fees

12. Grievance Redressal Mechanism (GRM):

i. The Constituents / Departments shall follow "Symbiosis International (Deemed University) [Redressal of Grievances of Students] Rules, 2023 prepared in accordance to University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, as amended from time to time, to address and effectively resolve complaints, representations and grievances related to any of the issues mentioned in this Notification.

ii. The GRM shall be available on university website.

iii. The University shall ensure that all grievances received are addressed as deemed fit within 30 days.

॥वसुधैव कुटुम्बकम्॥
SIU

PART C: RULES OF THE UNIVERSITY FOR TRANSFER OF ADMISSION

13. Transfer of Fees in Case of Transfer of Admission to another Constituent/ Department of SIU:

i) In case student applies for transfer of admission from one constituent of SIU to another constituent of SIU, the transfer application shall be processed and if approved by the University; the transfer of fees shall be as under:

a. If the student applies for transfer of admission to another Constituent/ Department of the University before commencement of the programme, then 100% fees shall be transferred to the other Constituent Institute/ Department. In case, the programme fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student.

b. If a student applies for transfer of admission to another Constituent Institute/Department of the University after commencement of the programme, the proportionate amount of academic, hostel, and mess fees for the period attended shall be deducted by the transferor Institute/Department. The balance amount, after such deductions, shall be transferred to the recipient Constituent Institute/Department. The receiving Institute/Department shall charge the proportionate academic, hostel, and mess fees for the period from the date of joining until the last date of the respective semester in which the transfer is effected. The fees applicable shall be as per the fee structure of the Institute/Department to which the student is transferred. In case of any difference in the fees, the same shall be payable by the student or, as applicable, adjusted against the next instalment or refunded to the student.

ii) If the student applies for transfer of admission to another constituent of the University and his/her transfer is approved by the University then the first constituent from where the student has been transferred will hand over certificates/ documents to the student, to enable him/ her to submit the documents /certificates in the other constituent.

14. Miscellaneous:

i) The students shall not be insisted to purchase the institutional prospectus any time during the programme of study, as purchasing prospectus shall be the personal choice of the student. Student can access information from institutional website, if he/ she so desires. It shall be mandatory for all Constituents / Departments to update their website covering all details.

ii) Constituents / Departments shall charge fees in advance only for the semester/ year in which a student is to engage in academic activities. Collecting advance fees for entire programme of study or for more than one semester/ year in which a student is enrolled is restricted.

******

॥वसुधैव कुटुम्बकम्॥
SIU