

3rd July 2019**Notification on Refund Policy – Students’ Fees (formally notified last date of admission: 19.08.2019)**

A Notification has been issued by University Grants Commission in October 2018, advising that a standard operating procedure is to be followed in the matters related to refund of fees in the event of student’s withdrawal from the programme.

As per the same, the University adopts the following Refund Policy, which will be effective from 6th July 2019 :-

This will be applicable to **ALL** students enrolled in the University.

REFUNDS:

I **TUTION FEES AND OTHER FEES:** This includes Tuition Fees, Other Charges (Library Services, Journal Fee, University Development, Internet/IT facilities, Outsourced Services, Student Welfare, Examination Fee) and excludes Admission Fee.

A	TIER	Point of time when notice of withdrawal of admission is received by the University	Percentage of Refund of fees
A	1	15 days or more BEFORE the formally notified last date of admission	100%
	2	Less than 15 days or more BEFORE the formally notified last date of admission	90%
	3	15 days or less AFTER the formally notified last date of admission	80%
	4	30 days or less, but more than 15 days AFTER the formally notified last date of admission	50%
	5	more than 30 days AFTER the formally notified last date of admission	00%
B	IN ADDITION TO THE ABOVE , 5% of the fees paid, subject to a maximum of Rs.5,000/- will be deducted from the refundable amount, as processing charges.		
C	Fees will be refunded to the eligible student within 15 days from the date of receiving an application in writing from him/her in this regard. (In case any clarification is sought or incomplete applications etc, the time period of 15 days will be counted from the date of submission of final completed application, clarification etc.)		
D	The application will have to be addressed to The Registrar, Maharashtra National Law University Mumbai 2 nd Floor, MTNL-CETTM Building, Hiranandani Gardens Powai, Mumbai 400 076 in hard-copy (emails etc not entertained) and has to be submitted personally or through courier / speed post / Registered Post etc.		



3rd July 2019**II Hostel Fees:**

- A. If the student withdraws before Orientation Day, then FULL amount of Hostel Fees paid would be refunded.
- B. In case the student withdraws on or after the Orientation Day, then the Hostel Fees paid would be refunded on monthly pro-rata basis (Rs.27,500/- divided by 5 = Rs.5,500/- per month) after deducting :-
1. **Rs.5,500/-** if the student leaves on or before 15.08.2019 .. (Rs.22,000 refundable)
 2. **Rs.11,000/-** if the student leaves on or before 31.08.2019 .. (Rs.16,500/- refundable)
 3. **Rs.16,500/-** if the student leaves on or after 01.09.2019 .. (Rs.11,000/- refundable)
 4. **Rs.22,000/-** if the student leaves on or after 01.10.2019 .. (Rs.5,500/- refundable)
 5. **NIL refunds**, if the student leaves after 31.10.2019 ...

III MESS FEES:

- A. If the student leaves before Orientation Day, then FULL amount of Mess Fees paid would be refunded.
- B. In case the student withdraws on or after the Orientation Day, then the Mess Fees paid would be refunded on pro-rata month basis (Rs.17,500/- divided by 5 = Rs.3,500/- per month) after deducting :-
6. **Rs.3,500/-** if the student leaves on or before 15.08.2019 .. (Rs.14,000 refundable)
 7. **Rs.7,000/-** if the student leaves on or before 31.08.2019 .. (Rs.10,500/- refundable)
 8. **Rs.10,500/-** if the student leaves on or after 01.09.2019 .. (Rs.7,000/- refundable)
 9. **Rs.14,000/-** if the student leaves on or after 01.10.2019 .. (Rs.3,500/- refundable)
 10. **NIL refunds**, if the student leaves after 31.10.2019 ...

IV REFUNDABLE DEPOSITS:

The Hostel, Mess and Library Refundable Deposits would be returned IN FULL, subject to No-Dues Certificate from Hostel, Library, Administration and Accounts.

