



**MBU**  
MOHAN BABU  
UNIVERSITY

DREAM. BELIEVE. ACHIEVE

# MOHAN BABU UNIVERSITY

Tirupati, Andhra Pradesh

[Established under the Andhra Pradesh Private Universities  
(Establishment and Regulation) Act No.3 of 2016]

## FEE REFUND POLICY

[Prepared in accordance with Ordinance No. IV, Clause 8 (vi) of the First  
Set of Ordinances of the Mohan Babu University, Tirupati, Andhra Pradesh.]

## FEE REFUND POLICY

(For Freshmen)

The Mohan Babu University Fee Refund Policy for freshmen is based on UGC Guidelines as contained in UGC Notification on Refund of Fee and Non-Retention of Original Certificates, October 2018.

### 1. Procedure

- 1.1 Any student admitted to any of the Courses offered by the University may apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admission.
- 1.2 The application form for Cancellation/Withdrawal must be made in the prescribed format duly signed by the student and the parent.
- 1.3 Application for cancellation of admission/withdrawal may be made either by applying along with the duly filled and signed prescribed format (Annexure A) in person by the student or his/her authorized representative or by applying online.
- 1.4 The application of cancellation/withdrawal of admission as per the UGC guidelines, will be sent to Dean Freshman and will be finally approved/disapproved by Registrar within 14 working days.
- 1.5 In case of a program is called off due to any reason (s), full fee deposited by the student shall be refunded.
- 1.6 On receiving the approval of the Registrar and after confirming the dues, the withdrawal /cancellation application will be forwarded to the Finance, and it shall process the refund of the fee as under:

The five-tier system as mentioned below shall be followed for the refund of the fee remitted by the student shall be followed to process the withdrawal/cancellation of Admission.

### 2. REFUND OF TUITION FEE

Sr. No.	Percentage of Refund of Tuition Fee**	Point of time when notice of withdrawal of admission is received
1	100%*	15 days or more before the last date of admission
2	90%	Less than 15 days before the last date of admission
3	80%	15 days or less after the last date of admission
4	50%	30 days or less, but more than 15 days, after last date of admission
5	00%	More than 30 days after formally notified

- 2.1 The last date of admission for a program is the day prior to the orientation day /commencement of the class work of the program as notified in Academic Calendar.
- 2.2 The admission fee of Rs.5000 is non-refundable for students joining through Management quota.
- 2.3. (i) In case of management quota the University shall deduct an amount of Rs. 1,000/- as processing charges.  
  
(ii) In case of sliding from management quota to Govt. Quota an amount of Rs. 1000/- will be deducted as processing charges.
- 2.4 Fee shall be refunded by the University to an eligible student within fifteen working days from the valid date of receiving a written application form from him/her subject to all documents submission.
- 2.5 In case of scholarships being awarded to the student at the time of admission, and the student withdraws, then in such case, the scholarship will lapse and the fee refunded shall be calculated based on the full tuition fee without scholarship offered to the student, and in case of shortfall, the University shall have the right to deduct the same amount.
- 2.6 In case, admission of student is cancelled on account of disciplinary action or violation of Anti Ragging Regulation or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the University, NO REFUND of fee is permissible.
- 2.7 In case, admission is cancelled on account of ineligibility detected at any stage, NO REFUND of fee will be permissible
- 2.8 If after getting registered for the Program, candidate fails to produce documentary proof of minimum educational qualification by the stipulated date given by the University or discrepancy is found between academic details furnished in the application form and the original documents submitted by the candidate, the admission shall be cancelled, and the fee deposited will be forfeited.
- 2.9 If any of the document(s) submitted by candidate to the University is found to be forged, fabricated or false during the period of his/her study or any instance of donation/ unfair means is found after admission, the admission shall be cancelled immediately, fee shall be forfeited and legal proceeding may also be initiated.

### **3. Refund of fee for students joining through Govt Quota**

- 3.1 Refund of the tuition fee paid by deducting Rs. 1000/- as processing fee shall be paid if the application received for cancellation of seat is on or before the last date of report to the institution as notified in academic calendar.

Note:

- I. Refund shall be done online through bank transfer after verifying application documents and after completion of no dues process.
- II. No interest shall be payable on refund of any fee.
- III. The University reserves all rights to modify and amend the Fee Refund Policy.
- IV. In any other case which is not covered in these rules, the decision taken by the Vice Chancellor will be final.
- V. Any disputes in this regard are subject to the legal jurisdiction of Tirupati Andhra Pradesh.

**ANNEXURE - A**

**APPLICATION FOR WITHDRAWAL/CANCELLATION OF ADMISSION**

To  
Registrar,  
Mohan Babu University,  
Tirupati, Andhra Pradesh

Name of the student .....

Name of the School where enrolled .....

Name of the program .....

MBU Application No. / Enrollment No .....

Date of admission .....

Details of Scholarship awarded (if any) .....

Permanent Address .....

Local Address .....

Local Contact Tel.No.(with STD Code) .....

Mobile No .....

Parent Name .....

Relationship with student .....

Mobile No .....

Reasons for withdrawal .....

Basic Details for Refund:

Name of Account Holder .....

Relationship with student: Self / Father / Mother .....

Bank Name & Address: .....

IFSC/NEFT Code: .....

Account Number: .....

Signature of Parent/Guardian

Date:

Signature of the Student

Date: