

OFFICE OF THE REGISTRAR
APEX PROFESSIONAL UNIVERSITY
PASIGHAT, ARUNACHAL PRADESH

Dated: 15th May, 2020

NOTIFICATION No. – 09/2020

Subject: Guidelines for Refund of Fees

1. A prospective candidate seeking admission in APEX Professional University shall be offered provisional admission by the Admission Department. After confirmation of Provisional admission, he/she shall deposit the requisite fee with the University by Online or Demand Draft and complete the Registration formalities on the dates notified by the University. The University will notify the Commencement of Classes for each programme.
2. Application for refund received up to 30th August every year will be accepted and thereafter no application for refund will be accepted. These Guidelines shall be applicable to all Certificate/ Diploma/ Bachelor/ Master and Research programs run by the University. **These Guidelines shall come into force with immediate effect.**
3. If a student was earlier admitted to a programme but later on transferred to some other programme having lesser programme fee, then for calculation of 20% or 50% deduction for the purpose of refund of programme fee, the fee of the programme in which applicant was originally admitted (before programme transfer) will be considered.
4. In case a student has been admitted under the Scholarship/ Fee Concession/ Fee Waiver schemes of the University or any other Govt./Private external agency, where Scholarship/ Fee Concession/ Fee waiver amount is equivalent to full Programme fee, (i.e the student has been charged only the security amount) and such a student later on applies for refund, then the student has to pay the deduction amount from the security amount deposited.
5. **Verification of Students' Academic and Personal testimonials:**
 - i. Any prospective candidate seeking admission in APEX Professional University shall submit Self-attested photocopies of Original Academic Certificates and Testimonials like Marksheets/ Degrees/ Birth Certificate/ Proof of Residence, Aadhar Card, PAN card, copies of Passport etc.
 - ii. The University shall verify the Testimonials at the time of admission. Such Self-attested testimonials of students shall be CONSIDERED valid and authentic for all purposes and administrative requirements.
 - iii. 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 student and the admission shall be provisional and subject to authentication.
6. **Refund of Fees:**

The status of the Institution, Approvals, Accreditation and Intake of Students in each course, Faculty and staff details, details about the Authorities of the University shall be disclosed on the University website.

The University shall charge a fee from prospective students in advance only for the programme of study in which he/she is enrolled.

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If a prospective student chooses to withdraw from the programme of study in which he/she has taken admission, the University shall follow the following six-tier system for the refund of fees deposited by the students as per UGC guidelines:

Six-Tier	Refund Scenarios - Withdrawal applied (every year)	Deduction from Program Fee (as per UGC Guidelines)
1.	Upto 31st May	Flat Rs. 2,500/-
2.	From 01st June to 15th July	5% of Fee paid or Rs. 5,000/- (Maximum)
3.	From 16th July to 31st July	10% of aggregate fee of 1st Year
4.	From 01st August to 15th August	20% of aggregate fee of 1st Year
5.	From 16th August to 30th August	50% of aggregate fee of 1st Year
6.	After 30th August	100% of aggregate fee of 1st Year

7. Non-Refundable Fee:

- a. Withdrawal requests made after due date shall not be eligible for refund of Program fees. However, any security deposit shall be refunded in full. Amount paid for obtaining Application fee, Processing fee, Entrance fee, Late fee, Programme Transfer Fee, Migration fee etc. is non-refundable under all circumstances, unless in specific are prescribed as refundable.
- b. If in any case, a candidate has unknowingly or wilfully concealed or suppressed any information/fact or if found impersonating or using any fraudulent means for getting the admission to the University or for obtaining scholarship, which renders him ineligible for the admission and/ or scholarship, the admission of such an applicant shall be cancelled and/ or he/she will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. That candidate shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the University. Fee and other charges, including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for the remaining/ entire duration of the programme.
- c. In case a fresher student leaves after 30th August or withdraws/ leaves in the midstream, in such case, that student shall have no claim of refund of fee & other charges already paid or otherwise, whatsoever against the University. Fee and other charges, also including amount paid for provisional registration, paid by the candidate shall stand forfeited and the candidate shall further be liable to pay the fee and other charges for the remaining / entire duration of the programme.

8. Procedure of refund:

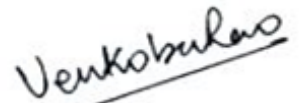
- a. The Admission Department shall be the nodal agency for processing refund applications. *Candidates requesting for a refund, need to apply using their registered email Id at refund@apexuniversity.edu.in. The date of receiving the email will be considered as the date of application for refund.* Candidates will be required to fill the **Fee Refund Form Online** and get it approved from the Registrar.

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- b. If an applicant is admitted provisionally but later on does not satisfy the eligibility criteria, such an applicant will not be given any relaxation in refund.
- c. Refunds will be calculated on an annual full fee (without scholarship) for academic sessions.
- d. No interest is payable on any amount deposited with University also including refundable amount, if any.
- e. An applicant if joins and /or continues in the University facility like Library, Transport etc, as and if applicable, shall not be entitled for any refund and his/her application for refund will be considered as withdrawn, null & void.
- f. *All Refund Applications will be processed within a maximum period of 30 (thirty) working days and will be Credited to the Bank A/c. of the Student.*
9. **Hostel Fee Refund:** The students who have applied for refund before the registration, full fee refund will be made. A student applying for refund after registration, refund on a pro-rata basis will be made in case the seat is filled by the waitlist student. However, if the seat falls vacant, in such case only the mess charges will be refunded on a pro-rata basis.
- Note:** Hostel Fee will be collected for the Academic Year and no refund will be made for the non-utilization of the Hostel during any part of the Academic year.
10. **Security Fee Refund:** Security Fee shall be refunded after submission of 'No Dues Certificate' and on approval of the designated official of concerned School/ Hostel. No dues certificate will not be required before matriculation (registration)/ occupation of Hostel room.
11. **Mess Fee Refund:** Mess fee shall be refunded after pro-rata deductions on withdrawal from Hostel. Part stay in a month shall be considered as a full month.

This notification supersedes all other Notifications issued in regards to "Guidelines of Remittance and Refund of Fees".

The above policy is as per the guidelines of UGC.



V.S. MORAY
Registrar
APEX Professional University
Pasighat, Arunachal Pradesh

Copy for the information to:

1. EA to Chancellor for the information of Hon'ble Chancellor
2. PA to CEO of the Sponsoring Body
3. PA to Vice Chancellor for the information of respected Vice-Chancellor
4. Pro Vice Chancellor
5. Officers of the University
6. Guard File
7. Office Copy