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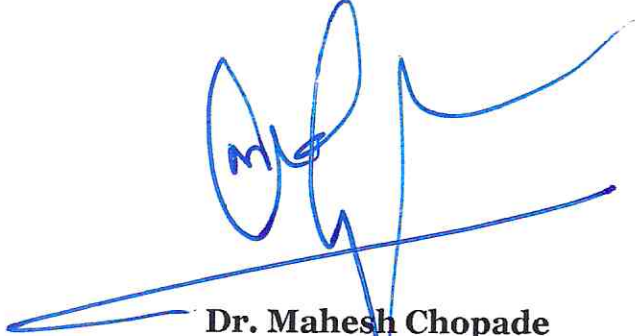
***Rules for payment of
fees and Refund
Policy for Academic
Year 2025-26***

CIRCULAR

It is communicated for the information of all the Deans, Directors, HOIs of MIT ADT University that the Rules for Payment of Fees and Refund Policy for Academic Year 2025-26 have been prepared by the University and the same has been approved by the Academic Council in its meeting held on 08th April 2025.

Attached herewith copy of the Rules for Payment of Fees and Refund Policy for the Academic Year 2025-26 for your reference.

You are hereby requested to communicate the said Rules for the Payment of Fees and Refund Policy 2025-26 to the Staff and Students of Your School/Institute for their information and further necessary action.

A handwritten signature in blue ink, appearing to be "Dr. Mahesh Chopade".

Dr. Mahesh Chopade
Registrar

RULES FOR PAYMENT OF FEES AND REFUND POLICY

Academic Year 2025-26

1. APPLICABILITY AND ENFORCEMENT:

- i) It shall be applicable to the candidates who are taking the admission for Undergraduate, Postgraduate, Research scholars, Diploma and Certificate programmes in the A.Y. 2025-2026 offered by MIT ADT University.
- ii) It shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

2. PAYMENT OF FEES:

As per O.118 of the Academic Ordinances, 2021 of MIT ADT University, The University follows a specialized credit-based semester system, therefore registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar, is mandatory for every student till she/he completes her/his programme. **The semester registration by the student at the beginning of each semester is mandatory with the payment of applicable fees.** Without registration, any academic activity (course / seminar / practical / term project /etc.) undergone by a student will not be counted towards the requirements of her/his degree.

3 LATE FEES PAYMENT OF FEES:

If any student pays the fees after the due date, then,

- a. If paid within 30 days after the due date, a late fee of ₹ 50/- per day will be charged.
- b. If paid after 30th day but before the 60th day after the due date, the late fee of ₹ 50/- per day for the first 30 days and ₹ 100/- per day after the 30th day will be charged.



- c. If the fee is not paid even after the 60th day of the due date, then the name of the student shall be struck off from the records of the Institute and University with prior permissions of the authorities.
- d. In case, the name of the student is struck off from the records of the Institute and University, then Transfer Certificates or recommendations for admission to the other Institutes/colleges will not be issued to the student or parent.

4 REFUND OF FEES ON CANCELLATION OF ADMISSION:

If a student chooses to withdraw from the program of study or cancels the admission, in which he/she is enrolled, the rules for refund of fees would be as follows (***applicable on yearly program fees**):

Sr. No.	Percentage of Refund of fee*	Point of Time When Notice of Withdrawal of admission is received
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 the formally notified last date of admission.
5	00%	More than 30 days after the formally notified last date of admission

Notes:

- a. In any case, a minimum Rs.15,000/- (Fifteen Thousand) will be deducted from the refundable amount as processing fee.

- b. Any amount paid by the student for the purchase of instrument/equipment/gadget or book and stationery purchased from/through the Institute is not refundable.
- c. If the student has taken admission by paying a token amount and subsequently applies for cancellation of admission, then the concerned student must pay the deficit amount, if any, of the yearly programme fee after deducting the refund fees percentage as per the case mentioned above, then only the original documents will be returned.

5 LAST DATE OF ADMISSION:

For the purpose of Refund of fee on cancellation of Admission, the specified last date of Admission should be considered as **9th July 2025** for **Institute of Design** and **31st July 2025** for all other Institutes/Schools of the University.

6 INSURANCE:

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

7 REFUND OF FEE IN OTHER CASES:

- i) In case admission is cancelled on account of disciplinary action or violation of Anti ragging Regulations or subsequent abuse or breach of code of conduct or any other Rules and Regulations of the University, no refund is permissible. Only the deposits would be refunded with subsequent deductions as per the recommendations by the Anti ragging committee and the ombudsperson.
- ii) In case the admission is cancelled on account of ineligibility, the refund of fees will be on pro rata basis.



- iii) In any other case which is not covered in these rules, or in case of any dispute, the decision of the Hon. Vice Chancellor of MIT ADT University would be final and binding.

8 Backlog Students:

As per Examination Ordinances, 2023 “Backlog” means the course(s) that a student has not passed or cleared in any of the examinations. “Backlog Examinations” means the examinations of those courses, which the students couldn’t pass in semester-end examinations, annual examinations, Make-up examinations, or summer term examinations.

- The fees for the Backlog examinations will be applicable as per the rule of the University Examination Department.

9 Re-registration of students (Regular/Summer):

As per Academic Ordinances, 2021, O. 122 (1)(e): A student who obtains ‘FR’ grade in any course/s has to necessarily re-register for the course in the subsequent semesters/sessions whenever the course is offered until a passing grade is obtained. However, for an elective course in which ‘F’ or ‘FR’ grade has been obtained, the student may either repeat the same course or register for any other elective course as specified in the Programme Curriculum.

- **For Re-registration of Semester:** If a student re-registers for all the courses of a semester, the courses of study, syllabi, and fee structure in force at the time of his/her semester re-registration will be applicable.
- **For Re-registration of Course/s:** If a student re-registers for course/s of a semester, the course/s of study, syllabi in force at the time of his/her course/s re-registration will be applicable. The fee structure for the re-registered course/s is applicable as per given below:

$$\text{Per Credit Fee} = \frac{\text{Total Fees of Semester}}{\text{Total No. of Credits of Semester}}$$



Fees for Course/s = Per Credit Fee X No. of credits of the course/s to be Re-registered

10 FEE STRUCTURE FOR ACADEMIC BREAK / RE-JOINING STUDENTS:

- **DROPPING OF A SEMESTER:** As per the Academic ordinance 2021, O. 115 - The student shall be provided with an option of 'Dropping a Semester'. Student(s) interested to drop out one semester shall have to seek prior permission of DUGC or DPGC. The student may opt for semester drop on genuine grounds.
- **REJOINING A PROGRAMME:** As per the Academic ordinance 2021, O. 116 (3) - A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the Ordinances, courses of study, syllabi and the **University fee structure in force at the time of his/her re-joining the programme.**

11 BANK CHARGES:

1. All bank charges pertaining to inward remittance of the fees, if any, shall be debited to the student's account.
2. In the event of a cheque/draft return, a sum of ₹ 1000/- besides the bank charges shall be debited to the student's account.

In case of any dispute regarding this fee policy, the decision of the Vice Chancellor of MIT ADT University would be final & binding.



Dr. Mahesh Chopade
Registrar