

**Notification on Refund Policy – Students’ Fees (for the NEW ADMISSIONS in Academic Year 2020-21)**

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. Further guidance has been taken from a Press Release has been issued on 22.09.2020 by UGC.

As per the same, the University adopts the following Refund Policy, which will be effective for the current Academic Year being 2020-21.

This will be applicable to **ALL** students seeking NEW admission in the University, in 2020.

**REFUNDS:**

I **TUITION 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, which is not refundable.**

A	TIER	Point of time when notice of withdrawal of admission is received by the University	Refund of fees
A	1	Cancellation of admissions/ migration of students, up to <b>30 November, 2020, for this very session as special case.</b>	Full Refund (Zero cancellation charges)
	2	Cancellation/withdrawal of admissions up to <b>31 December, 2020</b>	Full Refund after deduction of Rs. 1000/- as processing fee.
	3	Cancellation/withdrawal of admissions from 01 January 2021 onwards	No Refund of fees
B	Fees will be refunded to the eligible student within 15 days from the date of receiving <b>an application in writing</b> 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.)		
C	<p>Advance intimation of seeking refund be sent to <a href="mailto:newbatch2020@mnlumumbai.edu.in">newbatch2020@mnlumumbai.edu.in</a> from the mail ID registered with University,</p> <p>giving the following details:-</p> <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Course</li> <li>3. Roll No.</li> <li>4. Mobile Number</li> <li>5. Reason for cancellation / withdrawal.</li> <li>6. Bank details of Student / parent (scan of cheque be also given)</li> </ol> <p>The application will have to be addressed to</p> <p style="text-align: center;">The Registrar, Maharashtra National Law University Mumbai 2<sup>nd</sup> Floor, MTNL-CETTM Building, Hiranandani Gardens Powai, Mumbai 400 076</p> <p>in hard-copy (emails etc not entertained) and has to be submitted personally or through courier / speed post / Registered Post etc. <b><u>so as to reach within 5 working days from the date of email.</u></b></p>		

*[Handwritten Signature]*  
23/09/2020

23<sup>rd</sup> September 2020

II **Hostel Fees:**

No Hostel fees are collected for the admissions in this Semester.

III **MESS FEES:**

No Hostel fees are collected for the admissions in this Semester.

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.



*[Handwritten Signature]*  
23/09/2020