



# NOIDA INTERNATIONAL UNIVERSITY

NIU/RO/1/52/2022/610001

Dated 25 May, 2022

## Refund Policy

1. Application for refund of Tuition Fee, Transport fee received by the last date of refund will be accepted and there after no application for refund will be accepted. The refund would be made as per following deductions: -

S.No	Percentage of Refund of Fees*	Points on time when notice of withdrawal of admission is served to University
1	100%	15 days or more before the commencement of classes as notified in Academic Calendar, only 5,000/- INR as processing fee will be deducted.
2	90%	Less than 15 days before the commencement of classes as notified in Academic Calendar.
3	80%	15 days or less after the commencement of classes as notified in Academic Calendar.
4	50%	30 days or less, but more than 15 days, after the commencement of classes as notified in Academic Calendar.
5	00%	More than 30 days after the commencement of classes as notified in Academic Calendar.

- \* Inclusive of Course fees and Non-Tuition fees (Semester or Annual) but exclusive of Caution Money/Security Deposit.
- \* Transport: As per the Noida International University Policy
- \* Hostel: As per the Noida International University Policy

**Note: -** If an applicant has paid lesser than the amount to be deducted from any of the due fee like tuition fee, residential fee (hostel)/ transport fee etc. then the deduction amount may be adjusted from the fee paid for other fee components like tuition fee, residential fee (hostel)/ transport fee, if applicable.

  
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## 2. Important Information for refunds: -

- 2.1 If any existing student want NOC then yearly fee has to be paid.
- 2.2 In case a student has been admitted without charging any fee (for example student admitted on 100% NIU scholarship on tuition fee/ residential fee (residence)/residential fee (meal) etc. and applies for refund, in such cases deduction/ adjustment/ refund would be made on components which he/she is actually paying.
- 2.3 Refund will be calculated on semester/annual full fee for academic session (Activity fee, Security fee, Application fee, Admission fee and Course fee).
- 2.4 Any programme/session if not started by university/School due to technical or unavoidable situation fee shall be refunded fully, in this calculation Application fee is 100% non –refundable
- 2.5 No interest is payable on any amount deposited with University also including refundable amount, if any.
- 2.6 In case, the applicant has availed any letter or document from University for processing the loan then the refund will be made through the account payee cheque in the favour of the sanctioning bank, unless the applicant submit the NOC from the Bank to get the refund in his own/ parent/ guardian favour.
- 2.7 Any amount, if refunded, will be in Indian Currency only. For International applicants, the refund against application received as per prescribed guidelines will also be in INR only with conversion rate as per actual subject to maximum Rupees 68 for 1 USD.

## 3. Non-refundable fees/cases

- 3.1 Amount paid for obtaining Prospectus, 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.
- 3.2 In case a fresher student leaves after the last date of refund or withdraws/leaves in the midstream, in such case, that student shall have no claim of refund of fee

  
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& 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 remaining/ entire duration of the programme.

3.3 If in any case, a candidate has unknowingly or will-fully concealed or suppressed any information/fact or if found impersonating or using any fraudulent means forgetting 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 remaining/entire duration of the programme.

3.4 An applicant claiming for refund of programme fee and/ or residential fee (hostel) and/ or transport fee (as applicable) before the start of session, he/she shall not join the programme and/or avail residential/ transport fee (as and if applicable).

3.5 An applicant claiming for refund of programme fee and/or residential fee (hostel) and/ or transport fee (as applicable), after the start of session shall have to leave/ discontinue his studies and/or facility (as applicable) and shall not attend the classes etc. and/or shall not avail residential/transport (as and if applicable) from the date of application of refund.

#### 4. Procedure to apply for refund

4.1 For refund, applicant needs to apply on the prescribed refund application form available on the University website along with following documents: -

- (a) Refund application Form (Website link)
- (b) Copy of Aadhaar Card / Passport (National ID proof in case of Nepal and Bhutan).
- (c) Copy of Bank Passbook.

  
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(d) Proof of payment(s) submitted for admission.

Note: - In some countries where international fee refund/transfer option are not available, the student may be asked to open a new bank account in a specific bank for the processing of refund in his/her account. The refund may take up to 6 Months in such cases.

4.2 Only original form duly filled and signed by the student and parent/guardian received by email to [internationaloffice@niu.edu.in](mailto:internationaloffice@niu.edu.in) (for international students) [info@niu.edu.in](mailto:info@niu.edu.in) (for national students) by the last date of refund will be accepted.

4.3 Refund will be made only after the applicant has surrendered the original fee receipt, ID card (if already issued), letter from University for processing Loan and any other document as required by the University at the time of refund.

4.4 Refund, if any, will be made through the account payee cheque only in the favour of concerned Student or Parent as opted and written by the student while filling the 'Application form for Refund'. Once the application for refund has been submitted, then for any request to change the name of payee (student/parent in favour of whom cheque is to be prepared), or for request to reissue the cheque because of postal delay or otherwise, additional processing fee of Rupees 500/- will be charged.

  
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1. Secretaries to the Honorable Chairman, Honorable Chancellor & Honorable Vice-Chancellor & Honorable Pro-Vice-Chancellor, NIU for information
2. Concerned file

  
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