

HOSTEL CANCELLATION /REFUND POLICY

Refund Policy

i. 1st Year / New Admission :

- 1 A student who wishes to get his/her admission cancelled must apply through **STUDENT PORTAL**.
- 2 Newly admitted students who wish to cancel their hostel admission due to a change in college admission or for any other reason will be applicable for refund as below:

Fees Refund

a.	100%	A 100% refund of fees paid, less stay charges, shall be made if cancelled within 15 days from the course commencement date.
b.	80%	An 80% refund of the fees paid shall be made if cancellation is done between 16 to 30 days from the course commencement date.
c.	0%	No refund shall be made if cancellation is done after 30 days from the course commencement date.
d.	Deposit Return	Students who vacate the hostel are required to claim their deposit within 6 months from the date of leaving. Deposits not claimed within this period will lapse and not be refunded.

ii. 2nd 3rd and 4th year Admission Cancellation Policy:

- 1 It is mandatory for students residing in the hostel and wishing to cancel their admission during the academic year to serve a two-month notice period, intimating the Hostel Warden in writing. Please take note that cancellation of admission will not entail any refund of fees.
2. Students terminated from the hostel on disciplinary grounds are not eligible for a refund of their hostel fees.
3. **Hostel Clearance Guidelines**
Hostellers must handover furniture and other hostel property in good condition when vacating the room. Failure to do so will result in charges for damaged furniture/materials being levied on the concerned Student.
4. **Refund for Foreign/NRI Candidates:**
For Foreign/NRI candidates, refunds will be made in accordance with RBI/Foreign Exchange Regulations.
5. **Refund Processing :**
All refunds will be processed by the respective university units upon receiving approval from the Head of the Institution. Refund will be made only after the candidate has surrendered:
 - a. ID Card
 - b. Original fee receipt
 - c. Dues clearance certificate
 - d. Cancelled Cheque

6. Refund Policy Disclaimer

The refund information provided is indicative only and Somaiya Vidyavihar reserves the right to make changes as per notifications received from concerned statutory/regulatory authorities from time to time.

Note: This Cancellation Policy shall apply exclusively to students who have been formally admitted.