



173/SMU/REG/POLICY/15/2025

27 June 2025

PROGRAM FEE REFUND POLICY 2025
SIKKIM MANIPAL UNIVERSITY

1. Admission granted to the candidate is **PROVISIONAL** till one reports to campus in person for induction / orientation program.
2. The date of withdrawal shall be effective from the date of application for the withdrawal / refund.

Category	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received in the HEI
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 formally notified last date of admission
5	00%	More than 30 days after formally notified last date of admission

Note:-

- a) Visit www.smu.edu.in to check the class commencement date.
- b) In case of Sl. No. 1 of Table, Rs 1000/- will be deducted as processing fee.
- c) In case of Sl. No. 2, 3, 4 & 5 of Table, Withdrawal approval and refund process will be initiated only after the receipt of hard copy of the application submitted by the Candidate / Parent / Authorized Representative (in person) at the Institute Admission Office.
- d) In case of Foreign candidates, the refund will be made in accordance with RBI / foreign exchange regulations after deducting USD 200 applicable for Sl. No. 1, 2, 3, and 4 of Table.



Contd.....2/-

- e) *Original Withdrawal Form signed by the Candidate and Parent / Guardian, must be submitted at the Admission office.*
- f) *All refunds will be processed as per the above table by the Institute Finance Office based on the recommendation of the Head of the Institution / Head of the Unit.*
- g) ***Any student who withdraws from the program as mentioned in Sl. No. 5 of Table, will be required to remit to the university, in addition to the amount already forfeited, the program fee payable for the remaining period of the program.***

Address details for Physical Reporting.

<u>Majitar Campus</u>	<u>Tadong Campus</u>
Majitar, East Sikkim – 737136, Sikkim, India (Technology, Science, Management, Physical Education, Computer Application, Psychology) +91 97329 47000 E-mail: chairman.admission@smit.smu.edu.in	5th Mile, Tadong, Gangtok – 737102, Sikkim, India (Medical, Nursing, Physiotherapy, Allied Health Professions, Medical Biotechnology, Hospital Administration, Humanities Social Sciences and Liberal Arts) +91 9083618855 E-mail: admission.smims@smu.edu.in



Prof (Dr) K.S Sherpa
Registrar

To

1. Dean, SMIMS
2. Director, SMIT
3. Principal, SMCON
4. Principal, SMCPT
5. Admission Officer, SMIMS
6. Chairman Admissions, SMIT
7. Coordinator, HA
8. Coordinator, AHP
9. Coordinator, FHSS&LA
10. Officiating HoD, Biotech
11. CFO, SMU
12. Finance, SMIMS / SMIT.