



# SANTOSH

## PARAMEDICAL COLLEGE & HOSPITAL

(Attached to Santosh Medical / Dental College & Hospitals)

F.No. SPMC/Dir.2025/387

Dated 05.05.2025

### NOTIFICATION

**Subject: Refund Policy of Santosh Paramedical College & Hospital and Santosh College of Nursing**

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The matter regarding the Refund Policy for tuition fee and Retention of original certificates, etc. for the various UG, PG and diploma courses running and affiliated with the ABVMU and UPSMFAC was considered by a Committee on 14.05.2025 and decided / approved as under:

#### **1. Retention of Original certificates / Documents**

- a) All original certificates to be deposited before downloading the provisional allotment letter from ABVMU / UPSMFAC for their authentication / verification and after verification, the same will be returned by the College further the directions of the UGC / ABVMU / UPSMFAC from time to time will be followed.
- b) Thereafter only photocopies self-attested by the student will be retained by the College.
- c) The Transfer Certificate (TC) will be retained and new TC shall be issued by the concerned College.
- d) In the case of upgradation, the Certificates will be returned to the candidate who get upgraded to other college.
- e) The Bond executed by the student will be binding for any legal matters till completion of the course as per instructions of ABVMU / UPSMFAC.



**College**

No. 1, Santosh Nagar, Ghaziabad - 201 009 (Delhi NCR)  
+91 120 4933353 / 63 / 73

**Hospital**

No. 1, Ambedkar Road, Ghaziabad - 201 001 (Delhi NCR)  
+91 120 4666650 / 51 / 52 / 53

**DR. V. P. GUPTA**  
**Director Admin.**

## **2. Refund Policy:**

2.1 Refund Policy for programmes governed by UGC as per Guidelines dated, 12<sup>th</sup> June 2024:

<b>Time of Application for Withdrawal</b>	<b>Refund Permissible</b>	<b>Non-Refundable Amount</b>
15 days or more before formally notified last date of admission	100% refund of fees paid	₹1,000/- or 5% of fees paid (whichever is lower) as processing charges
Less than 15 days before formally notified last date of admission	90% refund of fees paid	10% of fees paid
15 days or less after the formally notified last date of admission	80% refund of fees paid	20% of fees paid
30 days or less but more than 15 days after the formally notified last date of admission	50% refund of fees paid	50% of fees paid
More than 30 days after the formally notified last date of admission	No refund	100% of fees paid

### **Note:**

- The forfeiture rules will be applicable as per rules Notified by the ABVMU / UPSMFAC from time to time on Security Money and Seat Confirmation fees deposited directly to ABVMU / UPSMFAC.

## **3. Hostel Fee Refund Policy**

- a) The Hostel fee is required to be deposited annually in advance by the concerned student for 12 months.
- b) In case student leaves the hostel within 15 days after commencement of teaching session / after allotment of hostel then 10% of deposited hostel fee shall be deducted. If student leaves the hostel after 15 days but not later than 30 days, then 50% of the hostel fee shall be deducted.
- c) In case student leaves the hostel after 30 days after commencement of teaching session / after allotment of hostel then whatever hostel fee has been deposited, shall be forfeited.

  
**DR. V. P. GUPTA**  
Director Admin.

#### **4. Discontinuation of course & Cheque Bounce Policy:**

- a) In such cases where student seeks for discontinuation of Course, Santosh Deemed to be University will issue the Migration/Transfer Certificate to the student by mentioning course discontinuation after clearing all dues in the prescribed format.
- b) In such cases where the student have executed a bond will be required to pay the fees as per the terms & conditions of the bond.
- c) In the event of students' discontinuation of course, discontinued TC will be issued to the students.
- d) In case the Cheque gets bounced / payment stopped by the drawer, ₹1000/- will be charged as Cheque bouncing charges in addition to the late payment charges and the legal action will be initiated accordingly.

The above is circulated to all concerned Sections for their information and necessary action.

  
(DR. V.P. GUPTA)  
Director (Admn.)

DR. V. P. GUPTA  
Director Admin.