

Addendum

**Addendum for Fee Refund Policy AY 2023-24**

In reference to the previous notification BMU/RO/2023/100 dated April 19, 2023, the Fee Refund policy for AY 2023-24 is hereby revised as per the UGC notification D.O.No.F.2-71/2022(CPP-II) dated July 03, 2023.

According to the revised policy, a full refund of the fees shall be made by the HEIs (Higher Education Institutions) in the following cases:

1. Cancellation of admission/migration of students up to September 30, 2023.
2. A deduction of not more than Rs. 1000, as a processing fee, up to October 31, 2023.

For any admission scheduled extending/commencing beyond/after 31 October 2023, the provisions contained in the UGC notification issued in October 2018 on Refund of Fees and Non-retention of original certificates shall apply.

Sr. No.	Percentage of Refund of Aggregate fees*	Points of time when notice of withdrawal of admission is served to the University
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	0%	More than 30 days after formally notified last date of admission

The other terms & conditions contained in the principal notifications shall remain intact.



Registrar

BML Munjal University,  
Gurugram, Haryana





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## **MBA Programmes Fee Refund Policy (Academic Year: 2023-24)**

**BML Munjal University, Gurugram**



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### MBA Programmes Fee Refund Policy (Academic Year: 2023-24)

The University follows the fee refund policy as mentioned in UGC notification " Refund of Fees and Non-Retention of Original Certificates" published in October 2018.

- Last Date of Admission – Monday, July 03, 2023
- If a student decides to withdraw from the programme in which he/she is enrolled the University will refund the fees as follows:

Sr. No.	Percentage of Refund of Aggregate fees*	Points of time when notice of withdrawal of admission is served to university	Post Graduate Students
1**	100%	15 days or more before the formally notified last date of admission	On or before June 19, 2023
2**	90%	Less than 15 days before the formally notified last date of admission	Between June 20, 2023, to July 03, 2023
3	80%	15 days or less after the formally notified last date of admission	Between July 04, 2023, to July 18, 2023
4	50%	30 days or less, but more than 15 days, after formally notified last date of admission	Between July 19, 2023, to August 02, 2023
5	0%	More than 30 days after formally notified last date of admission	After August 03, 2023

\* (Inclusive of tuition fees but exclusive of security deposit)

\*\*Last of date admission lies in Sr. No 01 & 02 of fee refund as mentioned above

**Note:**

- In case of (1) above, the fees will be deducted as processing charges from the refundable amount as per the fee refund policy as mentioned in UGC notification " Refund of Fees and Non-Retention of Original Certificates" published in October 2018.
- Aggregate fees mean semester fees payable towards Tuition Fees.
- Days shall be counted from the date of receipt of online/written request for withdrawal.

**Hostel Fee Refund:** The students who have applied for a refund before the registration, full fee refund will be made. A student applying for a refund after registration, a refund on a pro-rata basis will be made in case the seat is filled by waitlisted student. However, if the seat falls vacant, in such cases only the mess charges will be refunded on pro-rata basis.

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**Transportation fee refund:** The students who have applied for a refund before the registration, full fee refund will be made.

The above policy is as per the guidelines issued by UGC.



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