



# Office of the Registrar SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ph. 0121-2439578, 2439052, 3058031, 3058032; Telefax: 0121-2439067

e-mail: registrar@subharti.org, Website: www.subharti.org



Ref. No.: U-30/SVSU/2017/1030

Dated: 18.08.2017

## REFUND OF FEE-DISTANCE COURSES

I am directed to convey that if a student studying in a Distance Education Course wants to withdraw his/her admission, the deposited fee may be refunded to the student after deduction of the following processing fee:

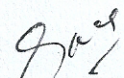
S.No.	Point of time when withdrawal of admission is requested	Processing Fee
1.	After receiving Admission Form but before enrollment for the course	10% of Course Fee
2.	After enrollment but before issuance of Self Learning Material (SLM)	20% of Course Fee
3.	After enrollment and issuance of Self Learning Material (SLM) but before starting Term End Examination  <i>Note:- Self Learning Material (SLMs) once issued will not be taken back.</i>	30% of Course Fee + Value of SLMs issued

No refund of fee will be permissible if the deposited amount by the student is less or equal to the Processing Fee as indicated above.

  
Registrar

Copy:

1. Hon'ble Vice-Chancellor
2. Director- DDE
3. Finance Officer

  
Registrar