



**PROGRAM FEE REFUND POLICY AY 2025**  
**SIKKIM MANIPAL UNIVERSITY**

1. Reference to this University letter No. 173/SMU/REG/Policy/15/2025, dated: 27 June 2025.
2. Admission granted to the candidate is PROVISIONAL till one report to campus in person for induction/orientation program
3. The date of withdrawal shall be effective from the date of application for the withdrawal/refund.
4. **A refund claim can be admitted on merits, after due consideration of the request, by the University as per the guidelines of the concerned regulatory bodies [UGC, AICTE].**

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	0%	More than 30 days after formally notified last date of admission*

**\*As notified by concerned regulatory bodies.**

**For AICTE-regulated courses, the formally notified last date of admission is as per the AICTE Academic Calendar. The percentage of refund of the fee is 100%, ONLY Rs 1,000/- will be deducted as processing fee & after the last date of admission, the full fee shall be forfeited.**

**Note: -**

- a) Visit [www.smu.edu.in](http://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.



**Contd.....2/-**

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 **until physical reporting, the withdrawal approval and refund process can be initiated via email**

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.

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.

**The above-mentioned Fee refund policy DOES NOT apply to MBBS/ MD/ MS/ Nursing courses.**

5.

Address details for Physical Reporting.

<u>Majitar Campus</u>	<u>Tadong Campus</u>
Majitar, East Sikkim 737136, Sikkim, India (Technology, Management, Physical Science, 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

5. This letter supersedes SMU Letter No. 173/SMU/REG/Policy/15/2025, dated 27 June 2025.



(Prof (Dr) K.S. Sherpa)  
Registrar

**Copy to: -**

1. Pro VC, SMU & Dean, SMIMS
2. Director, SMIT
3. Principal, SMCON
4. Principal, SMCPT
5. Chairman Admission, SMIT
6. Admission Officer, SMIMS
7. Coordinator Hospital Administration
8. Coordinator, FHSS&LA
9. Coordinator, Allied Health Professions
10. Offg Head, Dept of Medical Biotechnology
11. Chief Financial Officer, SMU
12. Dy. Manager, Finance Department SMIT/SMIMS

