



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

## CIRCULAR 5 OF 2025

Key Information	
<b>Title</b>	Addendum One to the <i>Rules for 'Refund of Fees and Non-Retention of Original Certificates'</i> notified vide Notification No. 1483 dated 10th October, 2024, applicable to Biannual Admissions at Symbiosis Centre for Health Skills (SCHS)
<b>Policy Owner</b>	Registrar, SIU
<b>Policy Drafter</b>	Registrar, SIU, Sr. Asst. Registrar-Governance, Asst. Registrar-Statutory
<b>Responsible Department</b>	Administration
<b>Stakeholder/s consulted</b>	Advisor-Symbiosis, Finance Officer and Director-SCHS
<b>Authority</b>	Order by the Vice Chancellor
<b>Date of Approval</b>	28.08.2025
<b>Version number</b>	1
<b>Frequency of review</b>	Three (3) years

### **Addendum One to the Rules for 'Refund of Fees and Non-Retention of Original Certificates' notified vide Notification No. 1483 dated 10<sup>th</sup> October, 2024 Applicable to Biannual Admissions at Symbiosis Centre for Health Skills (SCHS)**

#### **1. Introduction:**

The UGC vide its Notification dated October 2018 has issued an elaborative guideline on 'Refund of Fees and Non-Retention of Original Certificates'. Accordingly, the University has been notifying Rules for Refund of Fees and Non-Retention from time to time. Further to the policy issued by UGC regarding the Fee Refund for the Academic year 2024-25 on June 12, 2024, vide letter D.O.No.F.2- 71/2022(CPP-II) (C-114546), for the Academic Year 2024-25, the University has notified Rules for Refund of Fees and Non-Retention of Original Certificates vide No. SIU/ U-28/ 1483 dated 10<sup>th</sup> October, 2024.

The Symbiosis Centre for Health Skills (SCHS) offers the following programs:

- Post Graduate Diploma in Emergency Medical Services (PGDEMS), a part-time diploma programme with biannual intakes in March/ April and September/ October each year at Pune & Nagpur location and at Noida, Nanded and Nashik location with annual intake.
- Post Graduate Diploma in Healthcare Simulation and Interprofessional Education and Practice (PGDHSIEP), a part-time diploma programme with annual intake in March/ April each year.



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In order to address the challenges faced in refund of fees for these programs, the addendum has been prepared.

## 2. Applicability and Enforcement:

- i. It shall be applicable to the programmes offered by Symbiosis Centre for Health Skills (SCHS) for biannual admissions.
- ii. It is in force for the Academic Year 2025-26 and until UGC issues a revised refund policy/ guideline.

## 3. Verification and Non-Retention of Students' Academic and Personal Testimonials:

- i) Constituent / Department shall not insist a student to submit the original academic and personal certificates and testimonials like Mark Sheets, School Leaving Certificates and all other such documents at the time of submitting application form.
- ii) Students shall be allowed to submit self-attested documents such as Mark Sheets, Birth Certificates etc. for all purposes of administrative requirements.
- iii) The office shall verify the original certificates and testimonials before the finalization of the process of admission of the students in his / her presence and return them immediately after satisfying about their authenticity and veracity, keeping the attested copies for office records.
- iv) At any stage, if there is a need of any other kind of documents the self-attested copies be accepted and physical verification of originals be undertaken in the presence of student. Such verified originals certificates and testimonials shall be immediately returned to the student.
- v) Constituent / Department shall not keep certificates and testimonials of any student into institutional custody under any circumstances or pretexts, as it is strictly prohibited for it is a coercive tactic which can be misused for black mailing students who wish to withdraw admission from the Institute for better prospects or other compulsions.
- vi) In case of any suspicion over the authenticity or genuineness of the testimonials, the reference may be made to the University or the Board which issued certificates to the students and the admission be subjected to the authentication, but original certificates shall not be retained under any circumstances.

## 4. Refund of Fees for the programmes that commences from June/ July every year

4.1 The University has notified the revised Rules for Refund of Fees and Non-Retention of Original Certificates vide notification no 1483 dated 10<sup>th</sup> October, 2024 **for the programmes that commences from June/ July every year** which shall be in force until UGC issues a revised refund policy/ guideline from time to time.

4.2 The university has been refunding the fees **for the programmes that commences from June/ July** as per the following timeline given in these rules:

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Sr. No.	Particulars	Deduction	Refund
1	Cancellation of admission up to 30 <sup>th</sup> September	No deduction of fees	100% refund of academic fees and refundable deposits*
2	Cancellation of admission from 01 <sup>st</sup> October to 31 <sup>st</sup> October.	Rs. 1000/- for Processing Charges	Refund of academic and refundable deposits after deduction of Rs. 1,000/-*
3	Cancellation of admission from 01 <sup>st</sup> November onwards	100% deduction as per UGC Notification issued in Oct 2018	No Refund of academic fees only refundable deposits will be paid.

4.3 For any admission schedule extending/commencing beyond/after 31<sup>st</sup> October, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply, which is as below:

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

**5. Addendum to the Rules for Refund of Fees for biannual admissions:**

**i. Illustration table for admissions starting March/ April for the Batch inducted in September every year:**

Sr. No.	If the admission is cancelled	Refund
1.	From 1 <sup>st</sup> April to 31 <sup>st</sup> July	100% refund of the academic fee
2.	1 <sup>st</sup> to 31 <sup>st</sup> August	refund of the academic fee after deducting Rs. 1000/- as processing charges
3.	1 <sup>st</sup> September Onwards	No refund of Academic fees


  
  
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ii. Illustration table for admissions starting September/ October for the Batch inducted in March every year:

Sr. No.	If the admission is cancelled	Refund
1.	1 <sup>st</sup> October to 31 <sup>st</sup> January	100% refund of the academic fee
2.	1 <sup>st</sup> to 28/29 <sup>th</sup> February	refund of the academic fee after deducting Rs. 1000/- as processing charges
3.	1 <sup>st</sup> March Onwards	No refund of Academic fees

This is issued with the approval of the Competent Authority and will remain in force until further orders.

SIU/U-11/2025/3424  
Date: 28.08.2025

  
Dr. M. S. Shejul  
Registrar

