



SES'S L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE (AUTONOMOUS)
SANTACRUZ WEST, MUMBAI 400054.



REGULATION FOR REFUND OF FEES 2024

WITH EFFECT FROM A.Y. 2024-25 AND ONWARDS.

APPROVED BY THE FINANCE COMMITTEE ON 24TH APRIL, 2024

APPROVED BY THE GOVERNING BODY ON 6TH MAY 2024



SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE(AUTONOMOUS)

REGULATION FOR REFUND OF FEES 2024

The L.S.Raheja College of Arts and Commerce, hereinafter will be referred to as LSRC for brevity, has been granted autonomy by the UGC and the University from 2024-25. In view of this, it is necessary for the college to have its own regulations on refund of fees. These regulations hereinafter will be referred to as RRF-2024 for brevity.

LSRC believes in refund of fees to student/s in the event of cancellation of his/her admission to the LSRC. Deduction of fees under RRF 2024 is based the date of commencement of academic session/classes/lectures duly notified by circulating notice posted on the college website and on students' portal and app. Copy of the same notice is to be marked to the Registrar and Accounts Section of the LSRC. The RRF 2024 must be published in the college prospectus.

If a learner/student cancels his/her admission in LSRC upto 10 days after the date of commencement of academic session/classes/lectures duly notified, will be liable for 100% refund with a deduction of Rs.1000 as an administrative charge. Deductions of fees will not include:

- i. Caution Money and all Refundable Deposits, and
- ii. University shares (US), if not paid to the University. If LSRC has already paid the University shares to the University, no refund of US will be made to the student/s concerned.
- iii. If identity card is issued to the student, no refund on I card fee will be made.
- iv. No refund on online charges will be made from stage 2-6.

All admissible refunds should be made to the student/s concerned within thirty (30) days from the date of cancellation of admission, provided student provides bank details etc. at the time of cancellation of admission. If the fees paid are less than the admissible refund, student/s concerned is liable to pay the shortfall amount to cancel his/her admission. At the time of admission, an undertaking form given annexure-I should be taken from student and parent concerned. It is pertinent to note that fees paid by student/s will not be refunded to those who have sought admission in any of the FY programmes in Management Quota,

The RRF 2024 comes into effect from the academic year of 2024-25 and onwards.

Approved by the Finance Committee vide its meeting held on 24/04/2024

Ratified by the Governing Body vide its meeting held on 06/05/2024



FOLLOWING IS THE SCHEME OF FEE REFUND

Stage	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI	REFUNDABLE	DEDUCTIONS
(1)	100%	Up to ten (10) days from the formally notified date of commencement of academic session/classes/lectures etc.	Caution Money and all Deposit in full and University shares, if not paid to the University.	INR 1000/towards administrative charges.
(2)	90%	Eleventh (11th) day to twentieth (20th) day after the formally notified date of commencement of academic session/classes/lectures etc.	Caution Money and all Deposit in full and University shares, if not paid. 90% of remaining Heads of Fees.	10% of remaining Heads of Fees *including Online Processing Fee. I'card fee, if issued.
(3)	80%	Twenty-first (21st) to thirtieth (30th) day after the formally notified date of commencement of academic session/classes/lectures etc.	Caution Money and all Deposit in full and University shares, if not paid. 80% of remaining Heads of Fees.	20% of remaining Heads of Fees * including Online Processing Fee. I'card fee, if issued.
(4)	70%	Thirty first (31st) day to fortieth (40th) day after the formally notified date of commencement of academic session/classes/lectures etc.	Caution Money and all Deposit in full and University shares, if not paid. 70% of remaining Heads of Fees.	30% of remaining Heads of Fee* including Online Processing Fee. I'card fee, if issued.
(5)	50%	Forty first (41st) day to fifty-five(55st) days after formally notified date of commencement of academic session/classes/lectures etc.	Caution Money and all Deposit in full and University shares, if not paid. 50% of remaining Heads of Fees.	50% of remaining Heads of Fees* including Online Processing Fee. I'card fee, if issued.
(6)	ZERO %	More than fifty-six (56) days after formally notified date of commencement of academic session/classes/lectures etc.	Caution Money and all Deposit in full and University shares, if not paid.	NO REFUND.

** Total Fees: Refers to fees assigned to each programme and payable by students. If fees paid in part and refundable amount is lesser than part fees paid, learner needs to pay the balance amount to the college to cancel his/her admission.*



Annexure-I

JOINT UNDERTAKING BY STUDENT AND PARENT OF THE STUDENT CONCERNED

I(name of the student)..... sought admission to
.....(programme)..... at SES's L.S. Raheja College of Arts and Commerce In the AY 2024-25
on.....(date).....I understand that I have read and understood the Regulation of Refund of
Fees 2024(posted on the website and printed in the College Prospectus 2024-25. I shall abide
by the Regulation of Refund of Fees 2024 in the event of cancellation of my admission from
this college.

Date:

Name and signature

I agree.

Date:

Name and signature of the parent/guardian