



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

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E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

No. MGM/01/AC-21/2021/ 317

June 22, 2021

Policy for Cancellation of Admission (Academic Year 2021-22) (Except MBBS, MD, MS, DM, MCh)

This policy is based upon UGC guidelines as released in October, 2018.

As the exact date of starting the academic term / last date of admission is not yet defined for the academic year 2021-22 due to Covid-19 pandemic, cancellation of admission will be permitted with full refund of tuition fees. However, an amount not more than 5% of the 1st year tuition fees, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount will be deducted.

In due course of time as and when date of start of academic term/last date of admission is announced, UGC guidelines will be applicable for cancellation which are as follows :-

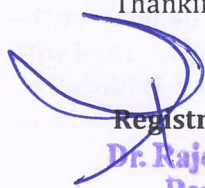
Sr. No.	Point of time when notice of cancellation of admission is received in the Institute	Percentage of refund of fees*
1.	15 days or more before the formally-notified last date of admission / start of academic term.	100%
2.	Less than 15 days before the formally-notified last date of admission / start of academic term	90%
3.	15 days or less, after formally-notified last date of admission / start of academic term	80%
4.	30 days or less, but more than 15 days. After formally-notified last date of admission / start of academic term	50%
5.	More than 30 days after formally-notified last date of admission / start of academic term	00% (No refund)

* an amount not more than 5% of the 1st year tuition fees, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount will be deducted

- Sr. No. 3 and 4 will be implemented only if another candidate is on waitlist and willing to take admission otherwise for Sr. No. 3 and 4 "No refund" will be applicable.
- Fee once paid is not transferable under any circumstances.
- For the cancellation of admission, a candidate has to submit an application of cancellation duly signed by him/her and counter signed by his/her parent/guardian at respective Institute on a plain paper.

- The candidate has to enclose the original final admission letter, fee receipt and cancelled cheque along with the written application. (state the relation of the 'cheque holder' with student).
- Last date of admission / start of academic term will be mentioned on the University website www.mgmuhs.com.
- At the time of admission, full fee of 1st year has to be paid. If for any valid and authentic reason, part payment of fees is agreed upon, than such student will be allowed to cancel admission only by paying recoverable (deficient) fee from full 1st year fee, if any. Further such candidates will have to pay the balance fee of 1st year within three months of start of academic term. Otherwise their provisional admission will be automatically cancelled. It is to be noted that consequences due to part payment in terms of other University requirements will be solely student responsibility.

Thanking you,



Registrar
Dr. Rajesh B. Goel
Registrar
MGM Institute of Health Sciences
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Navi Mumbai- 410 209