

Refund policy

Admission fee of Rs 5,000/- is non-refundable irrespective of students joining the hostel or not.

Time of vacating the hostel	Hostel fee Refund amount	Deduction
If the students apply for refund before the commencement of classes	90%	10%
If the student applies for refund within 15 days from commencement of classes whether he has joined hostel or not.	75%	25%
After 15 days from the commencement of the classes	50%	50%
After 1 month from the commencement of the classes	Nil	100%

Procedure for Withdrawal/Cancellation of Admission

A. Withdrawal/Cancellation before the commencement of the academic year

If an admitted candidate would like to withdraw the admission, such candidates need to write a formal letter addressed to the Director of the Hostel duly signed by the candidate and the parent. The scanned copy of the signed formal letter to be emailed to the director.hostel@sju.edu.in mentioning clearly his/her full name, application number, admitted programme, date of admission, and amount of fee paid and attach a copy of the fee-paid receipt to the email.

The cancellation of Admission and refund of the fees as per the Refund Policy will be completed within one month's time from the date of the email received with all the required details.

B. Withdrawal/Cancellation after the commencement of the academic year

If an admitted candidate would like to withdraw the admission after the commencement of the academic year, such candidates need to follow the following procedure:

1. A written request letter addressed to the Director of the Hostel, seeking cancellation/withdrawal of admission mentioning clearly his/her full name, application number, admitted programme, date of admission, amount of fee paid and the fee-paid receipt in original. This letter must be signed by one of the parents or the guardian.
2. Such a candidate has to meet the Director of the Hostel and obtain the Director's signature on the letter.

The cancellation of Admission and refund of the fees as per the Refund Policy will be completed within 30 working days from the date the required details are provided to the Director of the Hostel's office for final approval.