



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)

Ref: IMU/AS/CIR/RO/2016

2<sup>nd</sup> August 2016

**Circular 1641**

**Sub:** Withdrawal of students after joining in IMU Campuses – Non refund of Counselling Fee, Programme Fee and First Semester Fee – Undertaking to be taken from students before returning original certificates – reg.

**Ref:** Circular 1603 ref.no.IMU/AS/CIR/RO/2016 dated 23.02.2016

Your attention is invited to the Circular cited incorporating IMU's Ordinance 65 of 2015. Para 15 of the Ordinance reads as follows:

“If a student after paying his Admission Registration Fee, Programme Fee and the Semester Fees for the first semester withdraws from the University, then he shall not be entitled to the refund of the Admission Registration Fee, Programme Fee and the Semester Fees paid by him under any circumstances.”

However, the Caution Deposit is refundable, on an application from the student, after deducting all the dues against him.

It is seen that some of the students, after withdrawing, are filing cases in Consumer Courts in different parts of the country seeking refund of the fees

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paid. This imposes administrative and financial burden on IMU. It is therefore instructed that whenever a student who has joined 1<sup>st</sup> year of a programme in an IMU Campus applies for withdrawal, then the Campus Director should - **before releasing the Original Certificates** - obtain a signed **undertaking** from the student in the following format:

*"I am aware that when I withdraw from IMU I am not entitled for the refund of the Admission Registration Fee, Programme Fee and First Semester Fee already paid by me and that I am eligible only for the refund of the Caution Deposit."*

This instruction is for strict compliance and must be implemented forthwith.

*D. S. M. 218/16*  
**REGISTRAR**