



**MANIPAL**  
ACADEMY of HIGHER EDUCATION  
DUBAI CAMPUS  
*(Institution of Eminence Deemed to be University)*



# REFUND POLICY

## 2025-2026

### **Aim**

Provide students with a safe mode of withdrawal from financial commitments at the Campus within reasonable time limits for genuine cases.

## **1. Tuition Fee**

- 1.1 If a student accepts the admission offer and completes the admission formalities but withdraws 7 days before the commencement of the academic year/respective semester 100% of the first/respective semester tuition fee is refundable.
- 1.2 If a student withdraws before the completion of the second week from the commencement date of the academic year or respective semester, the first installment of the tuition fee for that semester will be forfeited and is non-refundable.
- 1.3 Students who withdraw after two weeks from the commencement date of the academic year or respective semester will not be eligible for any tuition fee refund.

## **2. Hostel Fee:**

- 2.1 If a student opts not to avail the hostel facility after paying the hostel fee and if this request is received 7 days before the commencement of the academic year, 90% of the annual hostel fee is refundable.
- 2.2 If a request for not availing the hostel facility is received within one week of the commencement of the academic year, 50% of the annual hostel fee is refundable.
- 2.3 Requests to withdraw from or not avail the hostel facility received after one week from the commencement of the academic year or semester, will result in forfeiture of the full hostel fee.

## **3. Transport Fee:**

- 3.1 If a student opts not to avail the transport facility after paying the transport fee and if the request for the same is received 7 days before the commencement of the academic year/semester, 100% of the semester's transport fee paid is refundable.
- 3.2 If a request for not availing the transport facility is received within two weeks of the commencement of the academic year/semester, 50% of the semester's transport fee is refundable.
- 3.3 If a request for not availing the transport facility is received after two weeks of the commencement of the academic year/semester, the entire semester's transport fee is non-refundable.

## 4. Other Fees

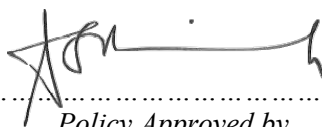
- 4.1 Application Fee, Registration Fee and all Visa related fees are non-refundable under any circumstances.

### Notes

- All requests for withdrawal need to be submitted in writing, addressed to the School Chairperson and the Office of Academic President of the University.
- This policy is applicable across all semesters and during the entire tenure of the student's lifecycle in the university.
- All issues and grievances need to be addressed in writing to the Head of Student Affairs & Office of Academic President of the University.
- Caution Deposits, wherever applicable, are refundable after submission of No Dues Clearance certificate. A Caution Deposit of AED 500/- for all programs (except MBA) is payable along with registration fees. This is refundable at the end of the program after deduction towards damages/loss of items, if any, caused by student.
- Visa Caution Deposit refund will be processed for students under MAHE -Dubai visa sponsorship, post submission of valid exit proof or new residence visa.
- The refund of the hostel caution deposit will be processed upon successful completion of the withdrawal application procedure through the Office of Academic President and submission of a Hostel Dues Clearance Certificate issued by the Hostel Warden.
- Students must submit their ID cards to the administration department when caution deposit is refunded.

*Policy Effective Date: 1<sup>st</sup> August 2025*

*Policy Amendment Date: 31<sup>st</sup> July 2026.  
Reviewed Annually*



*Policy Approved by*

**Dr Sudhindra Shamanna**  
*Academic President*  
*Manipal Academy of High Education, Dubai*

