



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

REFUND POLICY

Authored by
Manipal Academy of Higher Education, Dubai

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 date of program commencement, 100% of the first/respective semester tuition fee is refundable.
- 1.2 If a student withdraws within two weeks from the date of program commencement, the student will forfeit the first installment of first/respective semester fees.
- 1.3 If a student withdraws after two weeks from the date of program commencement, entire first/respective semester tuition fee is non-refundable.

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 If a request for not availing the hostel facility is received after one week of the commencement of the academic year, the entire hostel fee is non-refundable.

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 Head of Finance & Accounts and the 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 Finance & Accounts and the 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
- Refund of Visa Caution Deposit will be processed after the student (on MAHE Dubai Visa) successfully becomes Inactive on TECOM records, post submission of Valid Exit proof or new resident visa stamped on the Passport and refund application form.
- Final year students must submit their ID cards to the administration department when caution deposit is refunded.

Policy Effective Date: 1st September 2005

*Policy Amendment Date: 15th July 2023;
Reviewed Annually*


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Policy Approved by 20/7/2023

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

