

## 1. Student Withdrawal Policy

On completion of fee payment process, the candidate will be considered as a provisionally admitted student. All provisionally admitted students **MUST** report to the campus for the Orientation program and occupy the allotted hostels (if applicable). If a provisionally admitted student wishes to withdraw from the program, the timelines & process, are as follows

**Table 1: Student Withdrawal Timelines and Process**

Sl. No.	Student Withdrawal Request Submitted Online	Withdrawal Process	Paid Program Fee	Paid Hostel Fee
1	15 days or more, <b>BEFORE</b> the Class Commencement Date (Generic date communicated to the candidates, who is withdrawing)	<ol style="list-style-type: none"> <li>Online Submission of Request via MAHE Portal</li> <li>Physical Reporting for withdrawal is <b>NOT mandatory</b></li> </ol>	As per UGC Refund Policy	Full Refund of Fee
2	Less than 15 days, <b>BEFORE</b> the Class Commencement Date (Generic date communicated to the candidate, who is withdrawing)	<ol style="list-style-type: none"> <li>Online Submission of Request via MAHE Portal</li> <li>Physical Reporting of Candidate / Parent / Guardian to Admissions Office is <b>mandatory</b> to complete the withdrawal formalities</li> <li>Original Withdrawal Form signed by the Candidate and Parent / Guardian, <b>MUST</b> be submitted at the Admissions Office</li> </ol>	As per UGC Refund Policy	Full Refund of Fee
3	<b>ON or ANYTIME, AFTER</b> the Class Commencement Date, <b>WITHOUT</b> Physical reporting to the Campus (Generic date communicated to the candidate, who is withdrawing)	<ol style="list-style-type: none"> <li>Online Submission of Request via MAHE Portal</li> <li>Physical Reporting of Candidate / Parent / Guardian to Admissions Office is <b>mandatory</b> to complete withdrawal formalities</li> <li>Original Withdrawal Form signed by the Candidate and Parent / Guardian, <b>MUST</b> be submitted at the Admissions Office</li> </ol>	As per UGC Refund Policy	INR 15,000* will be deducted from Hostel Facilities Fee; Balance fee will be refunded
4	<b>ON or ANYTIME, AFTER</b> Class Commencement Date, <b>WITH</b> Physical reporting to the Campus & attending classes (Generic date communicated to the candidate, who is withdrawing)	<ol style="list-style-type: none"> <li>Online Submission of Request via MAHE Portal</li> <li>Physical Reporting of Candidate / Parent / Guardian to Admissions Office is <b>mandatory</b> to complete withdrawal formalities</li> <li>Original Withdrawal Form signed by the Candidate and Parent / Guardian, <b>MUST</b> be submitted at the Admissions Office</li> </ol>	As per UGC Refund Policy	Rs. 15,000* will be deducted from Hostel Facilities Fee <b>OR</b> Deduction on a monthly basis, whichever is more

\* - In case of Foreign / NRI / NRI Sponsored candidates USD 200 will be deducted

**Note**

- Visit [www.manipal.edu/datestoremember](http://www.manipal.edu/datestoremember) to check the class commencement date
- In case of Sl. No. 2, 3 & 4 of Table 1, Withdrawal approval and refund process will be initiated only after the receipt of hard copy of the application submitted by the Candidate / Parent / Authorized Representative (in person) at the Admissions Office. Fees shall be refunded to an eligible student within Forty-Five days from the date of receipt of hard copy of the application. The candidates are NOT eligible for any refund of fee (Program Fee + Hostel Fee) if the Candidate / Parent / Guardian does not physically report to the Admissions Office on or before 31 October 2025.
- In case of Sl. No. 3 & 4 of Table 1, the candidate will have to get the Clearance /No dues from all the concerned departments of the Institute.
- In case of programs with Online Counseling process, the above-mentioned criteria is applicable on submission of Withdrawal request under the Online Counseling portal.

In case, if the Candidate is **NOT** able to physically report to the campus for Withdrawal process,

- An authorization letter issued by the Candidate is mandatory. [Click here](#) for the format.
- Parent / Guardian **MUST** report to the campus with the following
  - Withdrawal Application Form generated from MAHE Portal
  - Authorization letter signed by candidate and Parent/ Guardian
  - Any one (01) of the Government issued Original ID card of self & Candidate, and one set of photocopies. The original ID Card will be returned after verification
    - Photocopies of the Application form, Authorization letter, Photo ID proof will **NOT** be accepted at any circumstances.

## 2. Allotted Seat Cancellation Policy

On completion of the admission process, all admitted students **MUST** report to the campus for the Orientation program and occupy the allotted hostels.

- The admitted candidates may also report to the campus, one (01) or two (02) days prior to the orientation and occupy the hostels. This will help to acclimatize better

MAHE is at liberty to cancel the allotted seat, as below and policy on cancellation of admission of admitted students is as follows

**Table 2: Allotted Seat Cancellation Policy**

Sl. No.	Cancellation of Admission Due to	Cancellation Process	Paid Program Fee	Paid Hostel Fee
1	Non-reporting to the Campus on the date of Class Commencement	1. MAHE Admissions will send a cancellation email, with reason for cancellation 2. Allotted Seat and Hostel Room will be cancelled	As per UGC Refund Policy	Rs. 15,000* will be deducted from Hostel Facilities Fee, Balance will be refunded

\* - In case of Foreign / NRI / NRI Sponsored candidates USD 200 will be deducted

On Cancellation of the admission the candidate must proceed with the Withdrawal option. Withdrawal approval and refund process will be initiated only after the receipt of hard copy of the application submitted by the Candidate / Parent / Authorized Representative (in person) at the Admissions Office. Fees shall be refunded to an eligible student within *Forty-Five* days from the date of receipt of hard copy of the application.

### 3. Program Fee Refund Amount

For the candidates who have strictly followed the above-mentioned instructions, the Program Fee refund would be processed as mentioned below. *The refund rules mentioned below, are **NOT** applicable for NEET based admissions*

**Table 3: Program Fee Refund Amount**

Sl. No	Deduction (Program Fee)	Point of time, when notice of withdrawal of admission is submitted to the University
1	Nil	Up to 30 September 2025
2	Rs. 1,000	01 October 2025 to 31 October 2025
3	100%	On or After 01 November 2025

- Any student who withdraws from the Program as mentioned in No. 3 of Table 3, will be required to remit to the University, in addition to the amount already forfeited, the Program fee payable for the remaining period of the program
- All refunds will be processed as per the above table by the MAHE Student Finance Office based on the recommendation of the Director (Admissions)
- In case of Foreign / NRI / NRI Sponsored candidates, the refund will be made in accordance with RBI / foreign exchange regulations after deducting USD 200 applicable for Sl. No. 1 and 2 of Table 3. Rules with regard to Hostel fees refund will be as per Table 1.
- Application and Entrance Test fees once paid shall NOT be refunded under any circumstances.
- The above refund rule information is indicative only and the University reserves the right to make changes as per the notifications received from the statutory / regulatory authorities concerned from time to time. Any changes made in the above will be updated in the website
- Requests for withdrawal via email / telephone / SMS / Whatsapp or any other medium outside of MAHE portal will NOT be considered.

#### 4. Address details for Physical Reporting

<b>Programs offered at MAHE Manipal &amp; Mangalore locations</b> Admissions Office Manipal Academy of Higher Education (MAHE) Manipal.edu Building Madhav Nagar, Manipal 576104, Karnataka, India.  <b>Phone:</b> +91-92437-77733 <b>Email:</b> <a href="mailto:admissions@manipal.edu">admissions@manipal.edu</a>	<b>Programs offered at TAPMI Manipal</b> Admissions Office T.A. Pai Management Institute (TAPMI) P.B. No. 9, Manipal – Alevoor Road, Manipal 576104, Karnataka, India. <b>Phone:</b> +91 820 2701000 <b>Email:</b> <a href="mailto:admissions.tapmi@manipal.edu">admissions.tapmi@manipal.edu</a>	<b>Programs offered at MAHE Bengaluru</b> Admissions Office Manipal Academy of Higher Education (MAHE), Bengaluru Campus, Govindapura, Yelahanka, Bengaluru 560063, Karnataka, India. <b>Phone:</b> +91 74117 47070 / 080 2449 4100 / 080 2449 4141 <b>Email:</b> <a href="mailto:admissions.maheblr@manipal.edu">admissions.maheblr@manipal.edu</a>
<b>Programs offered at Srishti Manipal Institute of Art, Design &amp; Technology (SMI)</b> MAHE Bengaluru Campus Govindapura, Yelahanka, Bengaluru 560064, Karnataka, India Phone: +91 90717 84747 <b>Email:</b> <a href="mailto:admissions@srishtimanipalinstitute.in">admissions@srishtimanipalinstitute.in</a>	<b>Programs offered at MTMC Jamshedpur</b> Admissions Office Kadani Road, Baridih, Jamshedpur, East Singhbhum District, Jharkhand 831017, India. <b>Phone:</b> 0657-2211122 <b>Email:</b> <a href="mailto:admissions.mtmc@manipal.edu">admissions.mtmc@manipal.edu</a>	

#### Note

- It is understood that Parents & candidates have read and understood the above Refund policy, before making the program fee payment (for confirming the admission) and hostel fee payment (for confirming the hostel allotment)

Updated on 14 April 2025