

## 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, attend the classes 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 for all AICTE Approved Programs (other than MBA program)**  
**B.Tech, M.Tech, ME, B.Des, BFA, M.Des, MCA, BBA, TAPMI IPM/BBA, BHM, MHM**

| Sl. No. | Student Withdrawal Request Submitted Online                                                                                                                              | Withdrawal Process                                                                                                                                                                                                                                                                                                    | Deduction (Program Fee)                   | Deduction (Hostel Fee)                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1       | <b>UPTO</b> 31 July 2026                                                                                                                                                 | 1. Online Submission of Request via MAHE Portal<br>2. Physical Reporting for withdrawal is <b>NOT mandatory</b>                                                                                                                                                                                                       | <b>Nil</b><br>as per AICTE Refund Policy  | Nil                                                                                                                     |
| 2       | <b>AFTER</b> 31 July 2026 <b>WITHOUT</b> Physical reporting to the Campus                                                                                                | 1. Online Submission of Request via MAHE Portal<br>2. Physical Reporting for withdrawal is <b>NOT mandatory</b>                                                                                                                                                                                                       | <b>100%</b><br>as per AICTE Refund Policy | INR 20,000* will be deducted from Hostel Facilities Fee; Balance fee will be refunded                                   |
| 3       | <b>ANYTIME, AFTER</b> 31 July 2026, <b>WITH</b> Physical reporting to the Campus & attending classes<br>(Generic date communicated to the candidate, who is withdrawing) | 1. Online Submission of Request via MAHE Portal<br>2. Physical Reporting of Candidate / Parent / Guardian to Admissions Office is <b>mandatory</b> to complete withdrawal formalities<br>3. Original Withdrawal Form signed by the Candidate and Parent / Guardian, <b>MUST</b> be submitted at the Admissions Office | <b>100%</b><br>as per AICTE Refund Policy | Rs. 20,000* will be deducted from Hostel Facilities Fee<br><b>OR</b><br>Deduction on a monthly basis, whichever is more |

\* - In case of Foreign / NRI / NRI Sponsored candidates USD 250 will be deducted

### Note

- Visit [www.manipal.edu/datestoremember](http://www.manipal.edu/datestoremember) to check the class commencement / Orientation program date
- In case of Sl. No. 3 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 2026**.

- In case of Sl. No. 3 of Table 1, the candidate will have to get the Clearance /No dues from all the concerned departments of the Institute even if the candidate has not reported /joined the Institution. If the withdrawal request is submitted on or after the Orientation Program / Class Commencement Date (whichever is earlier) submission of duly completed **Dues Clearance Certificate** (obtained from the respective College office) is **MUST**.
- 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
    - Emails / 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, start attending the classes and occupy the allotted hostels (In case of hostelite).

- 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 for AICTE approved programs**

| Sl. No. | Cancellation of Admission Due to                                                                                                                                                                                                        | Cancellation Process                                                                                                                  | Deduction (Program Fee)    | Paid Hostel Fee                                                                   |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------|
| 1       | Non-reporting to the Campus on the date of Class Commencement / Orientation Date (whichever earlier)<br>OR<br>Reported to the Campus on the date of Class Commencement / Orientation Date (whichever earlier) but not attending classes | 1. MAHE Admissions will send a cancellation email, with reason for cancellation<br>2. Allotted Seat and Hostel Room will be cancelled | As per AICTE Refund Policy | Rs. 20,000* will be deducted from Hostel Facilities Fee, Balance will be refunded |

\* - In case of Foreign / NRI / NRI Sponsored candidates USD 250 will be deducted

**On Cancellation of the admission the candidate must proceed with the Withdrawal option.** Fees shall be refunded (if any) as per **Table No. 1** mentioned above 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 / PhD admissions***

**Table 3: Program Fee Refund Amount for AICTE Approved Programs (other than MBA program)**

| Sl. No | Deduction (Program Fee) | Point of time, when notice of withdrawal of admission is submitted to the University |
|--------|-------------------------|--------------------------------------------------------------------------------------|
| 1      | Nil                     | Up to 31 July 2026                                                                   |
| 2      | 100%                    | AFTER 31 July 2026                                                                   |

- Any student who withdraws from the Program as mentioned in No. 2 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 250 applicable for Sl. No. 1 of Table 3. As mentioned in Sl. No. 2 of Table 3, there is 100% fee deduction. 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.
- Program fees shall be strictly **non-refundable** and **forfeited** in instances of proven charges of indiscipline, involvement in substance abuse, or any conduct bringing disrepute to the Department, Institution, or the University

#### 4. Address details for Physical Reporting

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

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