



ST. JOSEPH'S MISHRI SINGH VISHWAMOHINEE MEMORIAL TEACHERS' TRAINING COLLEGE

An ISO 9001 : 2008 Certified B. Ed. College, Certificate No. : 7117240
(Rec. by NCTE, Bhubaneswar & Aff. to L.N.M.U., Darbhanga)

M. S. V. Nagar, Dalsingsarai, Samastipur (Bihar) - 848114; Ph. : 06278-220978, 220979

Ref. No. STJ/TTC/AD/2147/25

Date 25-09-2025

Fee Refund Policy

Refund Policy Timeline:

Situation	Refund Amount	Deduction (if any)
Withdrawal 15 days or more before the formally notified last date of admission	50% Refund	50% of fees
Withdrawal between 16-30 days after the formally notified last date of admission	25% Refund	75% of fees
Withdrawal after 30 days from the last date of admission	No Refund	100% of fees forfeited

Mode of Refund: Refunds will be processed to the original mode of payment or to the student's bank account within 15 working days from the date of receipt of written application and required documentation.

Processing Charges: A maximum of ₹1,000 may be deducted as processing charges for withdrawals made before the last date of admission.

Documents Required for Refund:

- ☑ Original fee receipt
- ☑ Admission letter (if issued)
- ☑ Identity proof (Aadhaar/PAN/Passport)
- ☑ Bank account details (cancelled cheque or passbook copy)
- ☑ Written application for withdrawal of admission

Important Points:

- ☑ No institution shall demand retention of original documents of the students.
- ☑ Refund rules apply equally to all types of students: general, SC/ST, OBC, EWS, and international students.
- ☑ In case of cancellation due to non-fulfilment of eligibility criteria, the entire fee shall be refunded, except the processing fee.

Sufi
PRINCIPAL
ST. JOSEPH'S MSVM
TEACHERS' TRAINING COLLEGE
MSV NAGAR, DALINGSARAI
SAMASTIPUR, BIHAR-848114 (INDIA)

