FEE REFUND POLICY

(As per UGC Regulations on Refund of Fees and Non-Retention of Original Certificates, 2018)

1. Preamble

This policy is framed in accordance with the University Grants Commission (UGC) Notification – "Refund of Fees and Non-Retention of Original Certificates" dated 11th October 2018, applicable to all Higher Education Institutions (HEIs) in India. The objective is to ensure transparency, student welfare, and compliance with UGC regulations regarding admissions and fee refunds.

2. Objectives

- To safeguard the interests of students seeking withdrawal after admission.
- To standardize the process of fee refund in accordance with UGC regulations.
- To maintain transparency and accountability in fee transactions.

3. General Principles

Refund of fees will be processed in accordance with UGC regulations, based on the date of withdrawal of admission by the student.

Refunds are applicable only when a student formally applies for withdrawal of admission by submitting a written request to the Principal/Admission Office.

All refunds shall be made to the student/parent within 15 working days from the date of receipt of the withdrawal request.

Original certificates submitted at the time of admission shall be returned immediately on withdrawal of admission.

4. Policy Provisions

A. UGC-Mandated Fee Refund Schedule

Situation of Admission Withdrawal	Refund Amount	Processing/Administrative Charges
If a student withdraws 15 days or more before the formally notified last date of admission	100% refund of fees	Deduction of not more than ₹1,000/- as processing fee
If a student withdraws within 15 days before the last date of admission	90% refund of fees	10% of fees retained
If a student withdraws within 15 days after the formally notified last date of admission	80% refund of fees	20% of fees retained
If a student withdraws 30 days after the formally notified last date of admission	50% refund of fees	50% of fees retained
If a student withdraws beyond 30 days after the last date of admission	No refund	Nil

(Reference: UGC Notification F.1-3/2007(CPP-II), dated 11.10.2018)

B. Non-Retention of Original Documents

- No institution shall retain original certificates (marksheets, caste, income, transfer, migration, etc.) of a student at the time of admission.
- Only self-attested copies will be collected, and originals must be returned immediately after verification.

C. Hostel, Mess & Other Fees

Hostel and mess fee refund will be governed by the specific rules of the institution, subject to proportionate deduction of used services.

Caution Deposit/Library Deposit: Fully refundable (if applicable), subject to clearance of dues.

Scholarship Students: Refunds will be processed only after adjusting claims, if any, from scholarship funding agencies.

Mode of Refund: Refunds shall be made only through account transfer/cheque in the name of the student/parent (cash refunds are not permitted).

5. Responsibilities & Implementation

Admission Office: To process requests, verify dates, and forward to the Accounts Section.

Accounts Section: To calculate refunds as per UGC norms and disburse them within 15 working days.

Principal/Vice-Principal (Academics): Final authority for approving fee refund requests.

6. Grievance Redressal

Any student aggrieved by non-compliance with this policy may approach the College Grievance Redressal Committee (GRC), as constituted under the UGC (Redressal of Grievances of Students) Regulations, 2023.

MODEL OFFICE ORDER / NOTIFICATION

Subject: Implementation of UGC Fee Refund Regulations (2018)

In compliance with the UGC Notification on "Refund of Fees and Non-Retention of Original Certificates" (11.10.2018), the following Fee Refund Policy shall apply to all admissions from the academic year 2025–26 onwards. The refund schedule, responsibilities of offices, and grievance redressal mechanisms are outlined in the attached policy document.

All Departments, Admission Staff, and Accounts Section are directed to strictly adhere to this policy.

7. References

- UGC Notification (D.O. No. F. No. 1-3/2007 (CPP-II) dated 6 December 2018) – Refund of Fees and Non-retention of Original Certificates.
- UGC (Redressal of Grievances of Students) Regulations, 2023.
- UGC Public Notice on Fee Refund – 2023 (reiterating above rules).
- National Education Policy (NEP) 2020 – Principles of equity, transparency, and student-centric governance.

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