



FEE REFUND POLICY

Directorate of Admission - UGC Guidelines on Fee Refund Policy 2024-25 - Implemented
subject — Orders issued.

Read: 1) UGC Official letter No.F.2-71/2022 (CPP-II) (C-114546) dated 12/06/2024 received
from UGC.

ORDER

As per paper read (1) above, UGC has issued guidelines regarding the refund of fees on
cancellation of admission/migration of students, for the academic session 2024-25.

It is directed that a full refund of fees shall be made by Higher Education Institutions on account
of all cancellation of admission/migration of students up to **30th September 2024** and with a
deduction of not more than **Rs.1,000/-**, as a processing fee, up to **31st October 2024**.

It is further directed that for any admission schedule extending/commencing beyond/after **31st
October 2024**, the provisions contained in the UGC notification issued in October 2018 on
refund of fees and non-retention of original certificates shall apply, which is as shown below:

Category	Percentage of Refund of Fees	Point of Time When Notice of Withdrawal of Admission is Received in the HEI
(1)	100%	15 days or more before the formally notified last date of admission.
(2)	90%	Less than 15 days before the formally notified last date of admission.
(3)	80%	15 days or less after the formally notified last date of admission.
(4)	50%	30 days or less, but more than 15 days after the formally notified last date of admission.
(5)	00%	More than 30 days after the formally notified last date of admission.

This policy will remain in force for subsequent academic sessions until the issuance of a revised
policy by the UGC.


Principal

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