



आचार्य मनिष र. जोशी
सचिव

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Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)

12th June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580th meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- For any admission schedule extending/commencing beyond/after 31 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 (reproduced below for ready reference):

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 formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission

Cont...

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

4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein "delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time" has been defined as one of the grievances.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,



(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।

फीस वापसी हेतु सामान्य आवेदन

COMMON APPLICATION FORM FOR REFUND or FEES

न हटें, उसे काट दें / NOTE: 1. SLriko out which is not applicable.

आवेदक का नाम/Name of the applicant _____

धनराशि, जिसका दावा किया गया है /Amount for which refund is claimed _____

भुगतान संदर्भ/टैक्स आई.डी. एवं तिथि /Payment Reference/TxnID & Date _____

धन वापसी का कारण/Reason for refund _____

भुगतान यू.आर.एल.लंक / Payment URL _____

पाठ्यक्रम /Course _____

am [Date of admission

प्रवेश की अंतिम तिथि / Last Date of admission _____

आवेदक के हस्ताक्षर

Signature of the applicant

संस्था छोड़ने की तिथि /Date of leaving the institution _____

फीस वापसी के लिए आवेदन करने की तिथि / Date of applying for refund of fees _____

Candidate's Bank Account Details:

(To be filled by the Finance Branch)

खाताधारक का नाम / A/c Holder Name _____

खाता संख्या/ Account Number _____

बैंक का नाम / Bank Name _____

आई.एफ.एस.सी. कोड / IFSC Code _____

बैंक शाखा का पता / Bank Branch Address _____

अभ्यर्थी का संपर्क नंबर सहित आवासीय पता
Residence Address of the Candidate with Contact number

खातावार फीस वापसी की पसिंग

धनराशि का विवरण निम्नलिखित

Passing amount of refund of fees from

Account wise details given below:-

एम.जी.-1 खाता रु.
MG-I A/c Rs. _____

यू.डी.एफ. खाता रु.
UDF A/c Rs. _____

ए.आर.जी.एफ. खाता रु.
ARGP A/c Rs. _____

कुल धनराशि
Total Amount Rs. _____

_____ मोबाइल
M: _____

कार्यालय नोट: 1. प्रमाणित है कि श्री/सुश्री/श्रीमती _____ के प्रति कुछ भी देय नहीं है।
Office Note: Certified that nothing is due from Shri/Miss/Mrs. _____

2. आवेदक इस विभाग/संस्था/संकाय का विद्यार्थी है जो _____ में अध्ययन कर रहा है और _____ में _____ परीक्षा उत्तीर्ण कर ले है।

The applicant has been a student of this Deptt. Institution/Faculty studying in _____ and passed the _____ examination in _____.

3. पुस्तकालय की सदस्यता की समाप्ति तिथि _____ है।
Date of Expiry of membership of Library is _____.

4. उपर्युक्त कॉलम में बताए गए कारण को सत्यापित कर लिया गया है और सिफारिश की जाती है कि उन्हें धन वापस कर दी जाए।

The reasons slated in the above column have been verified and found correct and recommended that the refund be made to him/her.

विभागाध्यक्ष

Head of the Department

(मुहर सहित with seal)

रु. _____ (रु. शब्दों में _____) पास किए गए।
Passed for Rs. _____ (Rs. in words _____)

Assistant

अनुभाग अधिकारी

Section Officer

(Ra Finance- Vil)

Date _____

ध्यान दें: 1. अपूर्ण आवेदन बिना किसी सूचना के अस्वीकार कर दिए जाएंगे।

Note: Incomplete application shall be rejected without any intimation.

2. आवेदन के साथ मूल रूप में फीस रसीद/रद्दकरण रसीद संलग्न होने पर ही फीस वापसी के आवेदन पर विचार किया जाएगा।

Application of refund of fees will be considered with original fees receipt/cancellation receipt. 3. फीस का सत्यापन अनिवार्य है और सत्यापन संबंधित अनुभाग/विभाग/महाविद्यालय द्वारा किया जाएगा। Form verification is must & verification will be done by the respective section/department/college.

4. बैंक पास बुक का फ्रंट पृष्ठ अथवा अभ्यर्थी के बैंक खाते का रद्द चेक संलग्न करें।

Enclose copy of Bank Passbook front page or cancelled cheque of Candidate's Bank Account.

5. बकाया रद्द होने की स्थिति में महाविद्यालय/विभाग को भुगतान की संबंधित फीस का फीस विभाजन संलग्न करें।

In case of admission cancellations enclose fees bifurcation of respective (see phid to the college/department).