



## 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 **30<sup>th</sup> September 2024** and with a deduction of not more than Rs.1,000/-, as a processing fee, up to **31<sup>st</sup> October 2024**.

It is further directed that for any admission schedule extending/commencing beyond/ after 31<sup>st</sup> 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 <b>before</b> the formally notified last date of admission.
(2)	90%	Less than 15 days <b>before</b> the formally notified last Date of admission.
(3)	80%	15 days or less <b>after</b> the formally notified last date of Admission.
(4)	50%	30 days or less, but more than 15 days <b>after</b> formally Notified last date of admission.
(5)	00%	More than 30 days <b>after</b> 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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