

## **FEE REFUND POLICY (2025-2026)**

**(In accordance with UGC Guidelines on Refund of Fees)**

### 1. Objective:

This policy aims to ensure a fair and transparent mechanism for the refund of fees collected from students who withdraw their admission from the institute. The policy complies with the UGC Guidelines for fee refund to avoid any financial burden on students and parents.

### 2. Refund Rules (As per UGC Guidelines):

Sl. No.	Percentage of Refund of Aggregate Fees	Point of Time When Notice of Withdrawal of Admission is Served to the Institute
1	100% (after deduction of a maximum of ₹1000/- as processing charges)	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	0%	More than 30 days after the formally notified last date of admission

#### Note:

The "aggregate fees" refer to the entire fees paid by the student at the time of admission, including tuition, development, and all other charges.

The refund shall be made within 15 days from the date of receiving a written application from the student.

### 3. Procedure for Refund Request:

The student must submit a written application for withdrawal of admission, duly signed by the student and parent/guardian.

The application must be submitted to the Principal/Admission Office along with: Original Fee

Receipt

Proof of admission cancellation

Bank account details of the student/parent (for online refund)

The refund amount will be calculated based on the date of receiving the withdrawal request.

### 4. Mode of Refund:

All refunds will be made through bank transfer to the bank account provided by the student or parent in the refund application form.

### 5. Dispute Redressal:

Any dispute regarding fee refund shall be addressed by the Student Grievance Redressal Committee (SGRC) constituted by the institution in line with the UGC (Redressal of Grievances of Students) Regulations, 2023.

### 6. Display of Policy:

This policy will be prominently displayed on the official college website and in all admission-related communications.

— च. प्र. श्री. श्री. —  
प्राचार्य

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