

Ref. No. **SIP & / FRP / 012 / 2025**

Date. **15 May 2025**

Fee Refund Policy

In reference to the University Grants Commission (UGC) Circular No. F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024, issued for the academic year 2024–25, all stakeholders are informed that the new UGC Refund Circular for 2025–26 is awaited. Accordingly, the refund policy from the previous year will remain applicable until the updated UGC circular is received. Please note that the last dates mentioned may be subject to change as per the forthcoming UGC notification. The Principals of constituent colleges of the University, and the Heads and Directors of the Schools, are hereby directed to continue following the UGC Circular from the previous year until further notice. In accordance with the said UGC notification, the following refund policy shall be applicable to students for cancellation of admission and refund of fees:

- Students shall be eligible for a full refund of fees within the specified period to allow them the flexibility to choose a course of their preference.
- Irrespective of any previously issued guidelines/prospectus/notifications/schedules, a full refund of fees (excluding a processing fee of ₹1000) shall be made by the constituent colleges of Subhwanti Group of Institutions for all cancellations or migrations of students up to 30th September 2025.
- A refund with a deduction of ₹1000 as a processing fee shall be applicable up to 31st October 2025.

These details are based on last year's UGC policy and are being circulated for immediate compliance. Any revisions in dates or terms will be communicated upon the release of the official UGC circular for 2025–26.

For any admission schedule that extends or commences beyond 31st October 2025, the provisions of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018 shall apply (reproduced below for ready reference).

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Percentage of Refund of Fees	Point of time when the notice of withdrawal of admission is received by the Department/School/Constituent College of the University
100%	15 days or more before the last date of admission
90%	Less than 15 days before the last date of admission
80%	15 days or less after the last date of admission
50%	More than 15 days but 30 days or less after the last date of admission
00%	More than 30 days after the last date of admission

Last date of Admission – Awaited

This policy will remain in force for this academic session until the issuance of a revised policy by the UGC. 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. Constituent Colleges and University Schools of the University are requested to ensure compliance with the fee refund policy for the academic session 2025-26.


Principal

