



NOTICE

Sub: Refund of fees on cancellation of admission/ migration of students

This is in reference to the UGC issued guidelines regarding the refund of fees on cancellation of admission/migration of students, for the academic session 2025-26. Since the issuance of the guidelines for the academic session 2026-27 are awaited, similar guidelines on the lines of the academic session 2025-26 are as follows.

2. 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 2026 and with a deduction of not more than Rs.1,000/-, as a processing fee, up to 31st October 2026. It is further directed that for any admission schedule extending/commencing beyond/after 31st October 2026, 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	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 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

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

This issues with the approval of Competent Authority.

Dean
Student Services-I (Admissions)

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