NOTIFICATION

No. 223/2025 Dated : 21/11/2025

Subject :- UGC Fee Refund Policy 2024-2025 to be followed from 2024-25 academic session & onwards by all affiliated colleges/ Institutions, Model colleges, Autonomous colleges on account of cancellation / withdrawal of admissions / migration of students.

Ref :- Notification No. 105/2024 dt. 16 August, 2024

Whereas, the University Grants Commission on the above subject vide letter D.O. No. F. 2-71/2022 (CPP-II) (C-114546) dt. 12th June, 2024 has decided and directed to follow its Fee Refund Policy – 2024-25 with UGC redressal of Grievances of Students Regulation – 2023 and the Hon;ble Vice-Chancellor has noted the said letter u/s 12 (7) of Maharashtra Public Universities Act, 2016 on behalf of Management Council so as to implement it with immediate effect.

AND

Whereas, the notification referred above has been issued on the above subject made effective form 2024-2025 academic session, by above referred notification,

AND

Whereas, the notification No. 77/2024 is going to be repealed and fresh notification regarding fees to be charged from students is being issue hence separate notification on refund fees is required to be issued exclusively,

It is notified for general information and necessary action of all concerned that the following directives of the UGC should be followed from 2024-2025 session and complied with by all the affiliated colleges / Institutions Model college and Autonomous colleges of the University,

1.(a) full refund of fees shall be made by the college / Institution on account of all cancellations of admissions / migration of students upto 30 sept. 2024 and with a deduction of not more than Rs. 1000/- as a processing fee upto 31 October, 2024,

(b) 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 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 college/ Institution
(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

(c) The above policy at (a) and (b) will also remain in force for subsequent academic sessions i.e. with adherence to 30th Sept. and 31st Oct. as the dates of that subsequent years until the issuance of a revised policy by the UGC.

2. Delay or denial of refund of fees due to a student who with-draws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the UGC from time to time has been defined as one of the grievances.

3. The colleges / Institutions shall redress any grievance by the provisions of the UGC (Redressal of Grievances of Students) Regulation – 2023.

4. Any violation of the provisions of the UGC Fee Refund Policy-2024-25 shall be liable for punitive action as notified in clause -5 of UGC Notification on "Refund of Fees and Non-Retention of Original Certificates" issued in October, 2018.

In view of above, it is to further notify that the guidelines / prospectus / notification and provisions, etc. made earlier on refund of fees are hereby inconsistence and above UGC directive on refund of fees shall prevail.

The Notification No. 105/2024 dt. 16/08/2024 under reference is hereby repealed.

Sd/-
Registrar,
Sant Gadge Baba Amravati University