



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव
विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O.No.F.12-5/2024(FNT/NET)–FeeNivaran(Notice)

5 कार्तिक, 1947/ October 27, 2025

Subject: UGC Fee Refund Policy for Academic Session 2025–26

127 OCT 2025

आदरणीय महोदया/महोदय,

The University Grants Commission, vide Circular No. D.O. No.F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024, issued the Fee Refund Policy applicable for the academic year 2024–25. It is hereby informed that the Fee Refund Policy for the year 2024–25 is currently in existence and the same policy will remain in force for subsequent academic sessions until the issuance of new policy by UGC with the cut-off date of 31st October 2025.

All Higher Educational Institutions are requested to strictly adhere to the cut-off date mentioned in the Fee Refund Policy issued by the UGC for the academic years 2021–22 to 2024–25 to resolve the old pending cases respectively.

Any HEI violating the provisions of UGC Fee Refund Policy shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018. Copies of the above-mentioned Fee Refund Policies are attached for your reference.

सादर,

भवदीय,


(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



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विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)

12th June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580th meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- 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 Non-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 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 the 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

Cont...

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

4. 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.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,



(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



R.T.C. B.Ed. COLLEGE

P.H.E.D., BUTI, RANCHI - 834009 JHARKHAND

NAAC Accredited with 'B' Grade & An ISO 9001:2015 Certified Institute

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Ref. No. : R.T.C. B.Ed. / 2025/0105 (A)

Date : 15/04/2025

Fee Refund Policy – 2025–26

R.T.C. B.Ed. College is committed to maintaining a fair, transparent and student-friendly fee refund system in accordance with the regulations of **Ranchi University, Ranchi** and the guidelines of the **National Council for Teacher Education (NCTE)** and **University Grants Commission (UGC)**. The following policy outlines the procedures and conditions for refunding fees to students.

1. Non-Refundable Fee:

The application fee and admission fee is non-refundable and non-transferable, under all circumstances.

Refund Due to Technical Errors:

If a candidate makes multiple payments for the same application due to technical or banking errors, a refund may be processed after verification. The student must submit a written request within **30 days** from the date of the last payment along with valid proof of multiple transactions.

2. Course Fee Refund:

Sl. No.	Situation	Refund
1.	15 days or more before the final notification last date of admission	Full refund after deducting Rs.1000 as processing charges
2.	Less than 15 days before the last date of admission	90%
3.	Within 15 days after the last date of admission	80%
4.	15–30 days after the last date of admission	50%
5.	More than 30 days after the last date of admission	0%

3. Procedure for Fee Refund

a) Application Submission

The student must submit a **written refund application** addressed to the principal through the college office.

Attaching document:

- Original fee receipt
- Copy of ID proof
- Reason for withdrawal

b) Verification

The Admission Committee verifies the request and supporting documents.

c) Processing Time

Refunds are processed within 15-30 working days from the date of receiving a complete application.

4. Mode of Refund

The refund amount will be transferred by cheque/ electronically from the student's registered bank account.

5. Special Considerations

In exceptional cases, such as:

- ❖ Serious medical emergencies, supported by medical documentation
- ❖ Death of the student
- ❖ Course discontinuation by regulatory direction or government order

The college may consider full or partial refunds upon approval from the Principal, Society Member and Admission Committee, based on individual merit of the case.

R. Patel
15/04/25

Principal

Principal

R.T.C. B.Ed. College

P.H.E.D., Buty, Ranchi, Jharkhand