



# AGRAWAN HERITAGE UNIVERSITY, AGRA

## FEE REFUND POLICY

### **Subject: Refund of Fees on Cancellation of Admission / Migration of Students for the Academic Session 2025–26**

In accordance with the guidelines issued by the University Grants Commission (UGC) regarding the refund of fees on cancellation of admission or migration of students, and keeping in view the welfare of students, Agrawan Heritage University, Agra, hereby notifies the following Fee Refund Policy applicable for the academic session 2025–26. This policy has been framed on the basis of UGC's previous year guidelines (2024–25) and until further communication from UGC for the academic session 2025–26, the same shall remain effective.

#### **1. Objective**

The objective of this policy is to ensure transparency, fairness, and accountability in the process of refunding fees to students who cancel their admission or seek migration from Agrawan Heritage University. It aims to align the university's procedures with the UGC norms and to protect the interests of students.

#### **2. Scope and Applicability**

This policy shall be applicable to:

- All students admitted to various undergraduate, postgraduate, diploma, and professional programs for the academic session 2025–26.
- All departments, faculties, schools, and constituent colleges under Agrawan Heritage University, Agra.
- All cases of admission cancellation, withdrawal, or migration submitted by students during or after the admission process.

#### **3. Refund Schedule and Fee Deductions**

The following provisions shall apply for the refund of fees:

##### **A. Full Refund**

If a student cancels admission or applies for migration on or before 30th September 2025, 100% of the total fees paid shall be refunded after deducting ₹1,000/- as a processing fee. This includes tuition fee, hostel fee, and other academic charges, except non-refundable registration fees (if any).

##### **B. Refund with Deduction**

If a student cancels admission or applies for migration after 30th September 2025 but on or before 31st October 2025, The university shall refund the full amount after deduction of ₹1,000/- only as processing charges.

##### **C. Refund After 31st October 2025**

For admission or migration cases commencing or extending beyond 31st October 2025, the refund shall be made as per UGC Notification (October 2018) titled "Refund of Fees and Non-Retention of Original Certificates".

**The provisions are as follows:**

<b>Time of Withdrawal</b>	<b>Percentage of Refund of Fees</b>	<b>Deduction Allowed</b>
Up to 15 days before the formally notified last date of admission	100%	₹1,000/- maximum
Within 15 days before the last date of admission	90%	10% deduction
Up to 15 days after the last date of	80%	20% deduction

admission		
Between 16–30 days after the last date of admission	50%	50% deduction
After 30 days of the last date of admission	No Refund	-

#### 4. Refund Processing Procedure

1. The student must submit a written application addressed to the Registrar, stating the reason for cancellation or migration.
2. The following documents must be enclosed:
  - o Original Fee Receipt(s)
  - o Copy of Admission Letter / ID Card
  - o Bank Account details (for refund transfer)
  - o No Dues Certificate from the concerned department, library, and hostel (if applicable).
3. Upon verification, the refund will be processed through online transfer (NEFT/RTGS) within 15 working days from the date of receiving the complete application.
4. The refund amount shall be credited only to the student's or parent's registered bank account as provided during admission.

#### 5. Non-Retention of Original Certificates

In compliance with the UGC Notification (October 2018):

- The University shall not retain original documents such as mark sheets, certificates, or transfer certificates of any student during or after admission.
- Only self-attested photocopies shall be kept for record purposes.
- The original certificates shall be returned immediately after physical verification at the time of admission.

#### 6. Hostel and Mess Fee Refund

For students availing hostel facilities:

- Hostel and mess fees shall be refunded on a pro-rata basis (based on actual stay period).
- Caution money, if paid, shall be refunded in full after adjustment of any pending dues or damages.

#### 7. Special Provisions

- If a student is admitted through counselling conducted by any central or state authority and later secures admission in another institution through such counselling, the refund shall be made as per UGC guidelines and counselling authority's norms.
- In case of double payment or technical error, the excess amount shall be refunded immediately after verification.
- The university reserves the right to review and revise this policy as per UGC or the Government of India's new notifications.

#### 8. Compliance and Monitoring

All Deans, Heads of Departments, and Admission Coordinators are directed to ensure strict compliance with the above policy.

Any grievance related to fee refund may be submitted to the Registrar, Agrawan Heritage University, with complete documentation for redressal.

#### 9. Effective Date

This policy shall come into effect from **17th August 2025** and shall remain valid until superseded or amended by subsequent notification or UGC guidelines.

**By Order of the Competent Authority  
(Registrar)**



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



सत्यमेव जयते



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)

12<sup>th</sup> 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 580<sup>th</sup> meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- a. 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.
- b. 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.
- c. 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.
- d. 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 <b>before</b> the formally notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days <b>after formally</b> notified last date of admission
(5)	00%	More than 30 days <b>after</b> 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।