

Ref. No. SPU/Refund/817/2025

Date : 14/06/2025

### Fee Refund Policy 2025-26

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 Sankalchand Patel University for all cancellations or migrations of students up to **30th September 2025**.
- A refund with a deduction of ₹1000 as 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):

Percentage of Refund of Fees	Point of Time When the Notice of Withdrawal of Admission is Received
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

**Note:** 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





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UNIVERSITY**  
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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.

Registrar

Sankalchand Patel University, Visnagar







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.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:

- 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 <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

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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।