

# Refund Policy

*(In compliance with UGC Guidelines, 2018)*

## Objective

This policy governs the refund of tuition and other academic fees paid by students at the time of admission, ensuring transparency, fairness, and compliance with the University Grants Commission (UGC) directives.

## Key Principles

- No institution shall retain original documents of the student at the time of admission.
- Refunds will be processed strictly in accordance with UGC norms and within the prescribed timelines.
- Refunds will be made only to the account of the student/parent who paid the fees.
- Application for refund must be submitted in writing, with proof of fee payment and admission withdrawal.

## Refund Schedule (UGC Compliant)

| Situation of Withdrawal   | Refund Entitlement  |
|---|---|
| Student withdraws <b>15 days or more</b> before formally notified last date of admission    | 100% refund of fees (after deduction of not more than ₹1,000/- as processing charges) |
| Student withdraws <b>within 15 days before</b> the formally notified last date of admission | 90% of fees refunded  |
| Student withdraws <b>within 15 days after</b> the formally notified last date of admission  | 80% of fees refunded  |
| Student withdraws <b>30 days after</b> the formally notified last date of admission         | 50% of fees refunded  |
| Student withdraws <b>beyond 30 days</b> after formally notified last date of admission      | No refund admissible  |

## Special Provisions

- **Security deposit:** Fully refundable, without interest, upon completion of program or withdrawal, after deduction of dues (if any).
- **Scholarships/financial aid:** If a student avails a scholarship or fee waiver and subsequently withdraws, the refundable amount will be adjusted net of such concessions.

## Process for Refund

1. Student submits a written refund request to the Admissions Office, with admission offer letter and fee receipt.
2. The Admissions Office verifies the request against admission timelines.
3. The Finance Office processes the refund and credits the eligible amount to the registered bank account within **15 working days**.
4. A written communication of refund status will be shared with the student.

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## Exceptions

- In cases of **force majeure** (pandemic, natural calamity, government order), refund policies may be reviewed by the University's Governing Council in line with regulatory directions.
- Students expelled for disciplinary reasons shall not be eligible for any fee refund, except for refundable deposits.

## Dispute Resolution

Any dispute arising out of fee refund shall be subject to:

- Internal redressal mechanism of the University, followed by
- Jurisdiction of competent courts/authorities in [Gurugram, Haryana].

## Amendments

The University reserves the right to amend this policy in compliance with future UGC notifications or statutory regulations.