

Notice
DAC/N-73/2023-24, dated 30.07.2023

The students whose application for cancellation of admission (2023-24) has been duly approved by the college must apply online for Refund of Admission Fee **within 15 working days** from the date of approval of cancellation. For this, the concerned students must fill in **Form No. 38** (available on page 2 of this notice) and follow the following steps:

1. Go to **Online Admission** portal of the college website
2. Click on **Undergraduate** button
3. Click on **Application for Admission Fee Refund** button (A new page will be opened)
4. Enter your Application ID and Click on **SEARCH** button (your details will be auto-populated)
5. Enter Bank details
6. Upload filled in application (Form No. 38) duly signed by the candidate
7. Upload scanned copy of a cancelled cheque leaf of the mentioned Bank Account
8. Finally click on **Submit Application** button

The refund of Admission Fee will be guided by latest UGC Guideline [UGC Order No. D.O. No.F.2-71/2022(CPP-II), dated 03.07.2023; available on Page 3 of this notice] if all aspect of the application, including bank account related information, are found to be proper and correct.

Sd/-
Principal
Dinabandhu Andrews College

The Principal
Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084

Sub.: Application for refund of Admission Fee
Ref.: Application ID _____; Session 20____ - _____

Sir,

This is for your kind information that my application for cancellation of admission to _____
_____ Course has been approved by the college authority. Now I request you to kindly refund the Admission Fees of as admissible as per GUC guideline at your earliest convenience. I do hereby furnish relevant information for your ready reference as follows:

1. Name of the Candidate _____
2. Application No. _____
3. Date of Admission _____
4. Date of submission of application for cancellation of Admission _____
5. Date of approval of cancellation _____

Thanking you

(Signature of the student)

Date _____



ज्ञान-विज्ञान विमुक्तये

प्रा. 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)

3 July 2023 / 12 अषाढ़ 1945

Subject: Fee Refund Policy 2023-24

Respected Madam/Sir,

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

Students should be allowed a full refund of fees within a specified period to opt for a course they choose.

The Commission has considered the matter in its 570th meeting held on 27 June 2023, and after considering the relevant factors decided, the following fee refund policy for the academic session 2023-24:

- 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 admission/migrations of students up to 30 September 2023 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2023.
- For any admission schedule extending/commencing beyond/after 31 October 2023, 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

Contd...

व्युथेव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337 | Fax : 011-2323 8858 | E-mail : secy.ugc@nic.in

Manish

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.

The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2023-24 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Any HEI violating the provisions of UGC Fee Refund Policy 2023-24 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.

With regards,

Yours sincerely,



(Manish Joshi)

To,

- **The Vice-Chancellors of all Universities**
- **The Principals/Directors of all Colleges / Institutes.**