



**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR::: GUWAHATI-6**

NOTIFICATION

Ecf No: 443499/19

Dated: Dispur, 14th June, 2024

**ADMISSION FEE REFUND POLICY FOR UG ADMISSIONS-2024 ACROSS HIGHER
EDUCATIONAL INSTITUTIONS OF ASSAM**

The Fee Refund policy of the Govt. of Assam in the Higher Education department is as per the extant UGC policy on Fee Refund. All Higher Educational Institutions are to comply with UGC's norms and guidelines in this regard.

The following points are to be noted:

1. Upon cancellation of admission, in the Assam State Higher Education Admission portal, the refund of the balance from the total fund deposited by a candidate for the purpose of admission in Higher Education Institutions during the UG admission cycle (including for both Non-CUET and CUET), as notified by the Director of Higher Education, Assam, shall be done through the Bank providing an integrated payment gateway solution on or before seven business days after the closure of overall admission cycle (including both Non-CUET and CUET) for the academic year 2024-25.
2. In case of transactions made through Cash outside the payment gateway, the respective Higher Educational Institution(s) shall take the responsibility to refund the amount directly to the candidates, in compliance with the UGC Fee Refund Policy.
3. After completion of the admission cycle, both for Non-CUET and CUET, the onus of refund will rest with the respective Higher Educational Institution, in strict compliance with the extant UGC Fee Refund Policy.

(https://www.ugc.gov.in/pdfnews/6994492_Fee-refund-polict_0001.pdf)

This is for compliance of all Higher Educational Institutions in Assam.

Signed by

Secretary to the Govt. of Assam
Higher Education Department

Date: 14-06-2024 18:29:26

Dated: Dispur, 14th June, 2024

Memo Ecf No: 443499/19-A

Copy to:

1. The Director of Higher Education, Assam for information and necessary action.
2. The P.S. to Hon'ble Minister, Education, Govt. of Assam for kind appraisal of the Hon'ble Minister.

By Order

(e-signed)

Secretary to the Govt. of Assam
Higher Education Department



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)

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।