



GOVERNMENT OF ASSAM
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION, ASSAM**
KAHILIPARA:::GUWAHATI

Ecf No. 311275/3

Dated: Kahilipara, 23rd September, 2023

N O T I C E

Pursuant to Govt. policy on refund of admission Fees in the event of cancellation of admission and in addition to earlier communication to Colleges and Universities regarding refund of Fees vide DHE letter: PC/HE/Misc/110/2021/63 dated 06/03/2023, upon cancellation of admission, Institutions are hereby directed to initiate the process of refund of Fees paid by the student and complete all fee refund latest by 20th October, 2023 in compliance to the **UGC letter no. F.2-71/2022 (CPP-II)** dated 3rd July, 2023. It is to be noted that the **Fee refund policy 2023-24 applies to all cancellation done by the Institution throughout the admission cycle for the academic session 2023-24.**

If any Institution fails to do so, the matter may be reported to the undersigned.

This has approval of the competent authority.

Sd/- Pomi Baruah, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19

Memo Ecf No. 311275/3-A

Dated: Kahilipara, 23rd September, 2023

Copy for information to:-

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6
2. The Registrar, all State Universities for necessary action.
3. The Principal, all Colleges of Assam for necessary action.
4. The P.S to Hon'ble Minister, Education, Assam, Dispur, Guwahati-6
5. The P.S to Addl. Chief Secretary to the Govt. of Assam, Higher Education Department, Dispur Guwahati-6

Director of Higher Education, Assam
Kahilipara, Guwahati-19



ज्ञान-विज्ञान विमुक्तये

प्रा. मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



भारत 2023 INDIA

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 आषाढ़ 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

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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.**