UGC FEE REFUND POLICY

This policy is adopted in Biswanath College in accordance with the **UGC Notification on Refund of Fees and Non-retention of Original Certificates (2018)** and the **UGC Fee Refund Policy vide letter No.F.2-71/2022(CPP-II) (C-114545) dated 12/06/2024** and 27 October 2025 (session 2025-26), which keep the 2024-25 policy in force for subsequent sessions until the UGC issues a fresh policy. Any later UGC notification shall prevail over this policy automatically.

1. Scope

The policy applies to all students admitted to the FYUGP (B.A., B.Sc., B.Com.) and BCA programmes of Biswanath College who cancel or withdraw their admission, including on migration to another institution.

2. Refund schedule

"Aggregate fees" means all fees paid by the student at the time of admission for the semester/year, as notified in the Prospectus. The **formally notified last date of admission** shall be the date notified by Gauhati University / the Directorate of Higher Education, Assam, for each semester, and shall be displayed on the College website.

Sl.	Point of time when written notice of withdrawal is received by the College	Refund of aggregate fees
1	Up to 31 October of the academic session (as per UGC policy for 2024-25, continued) – full refund, after deducting processing charges of not more than ₹1,000	100%
2	15 days or more before the formally notified last date of admission	100% (processing charge up to 5% or ₹5,000, whichever is less)
3	Less than 15 days before the formally notified last date of admission	90%
4	15 days or less after the formally notified last date of admission	80%
5	More than 15 days but not more than 30 days after the formally notified last date of admission	50%
6	More than 30 days after the formally notified last date of admission	0%

Where row 1 and rows 2–6 both apply, the provision more favourable to the student shall be applied.

(This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC)

3. Other conditions

1. **Caution money and security deposits** are not part of the fees and shall be refunded in full.
2. Fees paid by students who later become eligible under the **Assam Government Fee-Waiver Scheme** shall be refunded or adjusted as per the orders of the Government.
3. The refund shall be credited to the bank account of the student (or parent) through electronic transfer **within 15 days** of receipt of the written application.
4. The College shall **not retain any original certificate** of a student. Originals shall only be verified in the presence of the student and returned immediately; only self-attested copies shall be kept.
5. No student shall be asked to pay fees for the entire programme in advance; fees shall be charged only semester-wise / year-wise.

4. Procedure

- The student shall apply in the prescribed form (Annexure) to the Principal, with the fee receipt, a copy of the bank passbook and, where applicable, the admission/migration letter of the new institution.
- The Accounts Section shall verify and process the refund; the Principal shall approve it.

- Grievances regarding refund may be submitted to the Students' Grievance Redressal Committee (SGRC) or on the UGC e-Samadhan portal.

Annexure: Application for Refund of Fees

Name of the student	
Programme / Semester / Major	
Roll No. / Enrolment No.	
Date of admission & amount paid (receipt no.)	
Reason for withdrawal	
Bank account holder / A/c No. / IFSC	
Date of application	
Signature of student	
For office use: amount refundable / date of transfer	