

# Dattakala Group of Institutions,

## Swami Chincholi.

### Admission Cancellation & Refund Policy (Academic Year 2025-26)

*(Public Self-Disclosure as required vide UGC Letter No. F.14-4/2023, CPPLL)*

If you have taken admission in any **Undergraduate (UG)** or **Postgraduate (PG)** course (Aided/Unaided Sections) and wish to cancel it, kindly follow the process and refund norms mentioned below:

#### 1. Procedure for Admission Cancellation

- Submit a written application for cancellation of admission addressed to the **Principal/Head of Institution**.
- Attach original **Fee Receipt, Admission Letter, and ID Proof** with the application.
- The date of submission of the cancellation application will be treated as the **effective date of cancellation**.
- The refund will be processed through the **Accounts Section** within the stipulated time as per UGC norms.

#### 2. Refund Rules (As per UGC Guidelines)

Stage of Admission Cancellation	Refund Eligibility
Before the commencement of the course/program	<b>100% refund</b> of fees paid (after a deduction of not more than ₹1,000/- as processing fee)
Within <b>15 days</b> after the commencement of the course	Refund of <b>90%</b> of fees paid
Within <b>30 days</b> after commencement of the course	Refund of <b>80%</b> of fees paid
Within <b>45 days</b> after commencement of the course	Refund of <b>50%</b> of fees paid
After <b>45 days</b> of commencement of the course	<b>No refund</b> of fees (except caution money/security deposit, if applicable)



### 3. General Conditions

- The **Security Deposit/Caution Money** will be refunded in full, irrespective of the stage of cancellation.
- Refunds will be made **only to the student/parent/guardian's bank account** through online transfer.
- If admission is cancelled due to **disciplinary action/rules violation**, refund will not be applicable.
- All refunds shall strictly adhere to the **UGC Notification F.14-4/2023, CPPLL**.



  
**PRINCIPAL**  
Dattakala Group of Institutions  
Swami-Chincholi, Tal. Daund, Dist. Pune



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शैक्षणिक प्रवेश विभाग  
P.G. Admission Section  
Website: www.unipune.ac.in

**Circular No. 149 /2024**

**Sub : Regarding Admission Cancellation and refund of fees for the  
A. Y. 2024-25.**

It is hereby informed to all the concerned that the University Grants Commission has given directives through Notification Ref. No. D.O.No.F.2-71/2022 (CPP-II) (C-114546) 12<sup>th</sup> June, 2024 regarding cancellation of admission and refund of fees in all Affiliated Colleges/Institutes/University Departments. Copy of the same is attached herewith.

All University Departments, Affiliated Colleges/Recognized Institutions of the University shall implement the provisions of said UGC Notification.

  
(Dr. M. V. Rasve)  
Deputy Registrar

Ganeshkhind, Pune - 7 }  
Ref. No. PGS/ 2021 }  
Date : 02/07/2024 }

Copy to :

1. The Head of the Departments.
2. The Principal/Director, all Affiliated Colleges & Recognized Institutions.



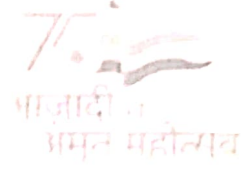


आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(Ministry of Education, Govt of India)

D.O. No.F 2-71/2022 (CPP-II) (C-114546)

12<sup>th</sup> June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2023-24

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 580<sup>th</sup> 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



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।

