



ST. PAUL'S COLLEGE, KALAMASSERY

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# FEE REFUND POLICY

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## ST. PAUL'S COLLEGE, KALAMASSEERY

### Fee Refund Policy

#### 1. Policy Statement

St. Paul's College shall follow the UGC Fee Refund Policy and the applicable directions of the affiliating University and Government for refund of fees to eligible students. The policy is intended to protect student interests and ensure transparent, fair and time-bound processing of refund requests.

This policy shall apply to refund requests arising from withdrawal, cancellation of admission, non-continuation of programme, or any other eligible situation as recognised under the applicable UGC, University, Government or institutional norms for the relevant academic year.

#### 2. Objectives

- To ensure that eligible fee refund requests are processed in a transparent and time-bound manner.
- To provide clear guidance to students and parents regarding the procedure for applying for refund.
- To ensure that the College follows the applicable UGC, University and Government norms for the relevant academic year.
- To maintain proper records of applications received, verification completed, approvals granted and refunds disbursed.
- To provide a grievance escalation mechanism for unresolved refund-related concerns.

#### 3. Refund Procedure

- The student/parent shall submit a written application for refund to the designated office/section of the College.
- The application shall include admission details, programme details, fee receipt, date of withdrawal/cancellation, bank account details and relevant supporting documents.

- The designated office shall acknowledge receipt of the application and forward it for verification.
- The Admission/Accounts section shall verify the admission status, date of withdrawal/cancellation, fee paid, dues payable, and the applicable refund category.
- Refund shall be processed as per the applicable UGC/University/Government fee refund norms for the relevant academic year.
- Caution deposit/security deposit, if any, shall be refunded as per institutional rules after adjusting dues, damages or liabilities, if any.
- Refund shall preferably be made through bank transfer to the account details provided by the applicant.
- The status of the refund request shall be recorded and communicated to the applicant.

#### **4. Documents to be Submitted**

- Written application for refund signed by the student/parent/guardian, as applicable.
- Copy of admission confirmation/offer/admission number or relevant admission record.
- Original/copy of fee receipt or proof of payment.
- Copy of request for withdrawal/cancellation of admission, if separately submitted.
- Bank account details for refund, preferably with cancelled cheque/passbook copy.
- Any other supporting documents required by the College, University or Government for processing the refund.

#### **5. Fee Refund Committee / Responsible Office**

<b>Responsibility</b>	<b>Officer/Section</b>	<b>Remarks</b>
Receiving applications	Office/Section	Provide acknowledgement to the applicant.
Verification	Accounts section	Check receipts, dates, admission status, dues and eligibility.
Approval	Principal	As per institutional procedure and applicable norms.
Disbursement	Accounts section	Bank transfer preferred; maintain payment record.
Grievance escalation	SGRC/Principal	For unresolved grievances or delays requiring escalation.

## 6. Timeline for Processing

The College shall endeavour to process eligible refund requests within a reasonable time and in accordance with the timelines prescribed under the applicable UGC, University or Government norms for the relevant academic year. Where additional verification or clarification is required, the applicant shall be informed accordingly.

## 7. Grievance Redressal

If the applicant has a grievance regarding delay, eligibility, amount of refund, or communication relating to the refund request, the matter may be escalated to the Principal or the Student Grievance Redressal Committee (SGRC), as applicable. The College shall address such grievances in a fair and time-bound manner.

## 8. Declaration

St. Paul's College declares its commitment to following the UGC Fee Refund Policy and applicable University/Government norms in a transparent, student-friendly and accountable manner. The College shall take all reasonable steps to ensure that eligible refund requests are processed fairly and communicated clearly to the applicants.

## 9. Current Policy Outline

<b>Point of time when notice of withdrawal of admission</b>	<b>Percentage of Refund of fees*</b>
15 days or more before the formally notified last date of admission	100%
Less than 15 days before the formally notified last date of admission	90%
15 days or less after the formally notified last date of admission	80%
30 days or less, but more than 15 days after formally notified last date of admission	50%
More than 30 days after formally notified last date of admission	0%

For more information: - [Click Here](#)

**Principal**