



आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



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)

12<sup>th</sup> 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 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 <b>before</b> the formally notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days <b>after formally</b> notified last date of admission
(5)	00%	More than 30 days <b>after</b> 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।

### **T.S. MISHRA UNIVERSITY FEE REFUND POLICY ACADEMIC YEAR 2024-25 Batch**

The T.S. Mishra University Fee Refund Policy for new admissions in the academic year 2024-25 is aligned with the University Grants Commission (UGC) Fee Refund Policy as per Notification D.o.No.F.2-71/ 2022 (CCPP-II) dated July 3, 2023.

This notification supersedes the previous Notification No. Ref No.: BU/RO/02/2023 issued on January 20, 2023, concerning the T.S. Mishra University Fee Refund Policy and is effective immediately.

This policy applies to all programs offered by the University, except MBBS and MD.

#### **Procedure**

- 1.1 A student who has been duly admitted (after payment of the required fees) to the first semester of any course under any program offered by the University may apply for cancellation of admission or withdrawal from studies at any time during the academic year of admission or thereafter.
- 1.2 The application for cancellation or withdrawal must be submitted in the prescribed format, duly signed by both the student and the parent.
- 1.3 The application for cancellation or withdrawal should be accompanied by a duly completed refund application form, signed in the prescribed format (Annexure A). This must be submitted in person by the student or an authorized representative. Only written applications will be accepted.
- 1.4 The application for cancellation or withdrawal of admission must be submitted by the student to the Dean of the respective school, followed by the VP-Marketing & Admissions, and finally approved by the Registrar in accordance with policy guidelines.
- 1.5 If a program is canceled before the start of the academic session (first semester) for any reason, the full fee paid by the student will be refunded.
- 1.6 Upon receiving approval from the Registrar and confirming any outstanding dues, the withdrawal or cancellation application will be forwarded to the Finance department, which will process the refund accordingly.

#### **REFUND OF TUITION FEES**

The University will follow the five-tier system outlined below to process fee refunds for students withdrawing or canceling new admissions:

<b>Sr No.</b>	<b>Percentage of Refund of Tuition Fees**</b>	<b>Point of time when notice of withdrawal of admission is received in the HEI</b>
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 the formally notified last date of admission
5	00%	More than 30 days after formally notified last date of admission

#### **Note:**

- a) The final date for admission for the AY 2024-25 will be as notified by the University or as per UGC

guidelines for AY 2024-25. The University reserves the right to modify the last date of admission for AY 2024-25.

b) \* For case (1) in the table above, the University will deduct Rs. 1,000/- as processing charges from the refundable amount.

\*\* Caution money, security deposits, and tuition fees will be refunded according to the percentages specified in the table above. A no-dues certificate will be required for the refund of caution money/security deposits.

Caution/security deposits will be refunded after the adjustment or clearance of any outstanding dues, such as:

- Alumni Life Member Fee @1,500/- (Compulsory)
- IT Damage Charges
- Admin. Damage Charges
- Central Library Charges
- Academics (Lab, Department Library/book bank, CRC, etc.)
- Examination Dues
- ID Card Charges Rs. 1000/- (If not returned)
- Uniform charges wherever applicable
- Any other dues (Gate pass Charges/Duplicate ID Card etc.)
- Any other damage to the University for which the student is held responsible

Further, the one-time registration fees (which includes administrative, counselling, ERP, document verification etc.) charged by the University **AFTER REGISTRATION** as applicable for the respective program shall be **NON-REFUNDABLE**.

- a) Fees shall be refunded by the University to an eligible student within fifteen working days from the date of receiving a written application from him/her in this regard.
- b) In case, admission of student is cancelled on account of disciplinary action or violation of Anti Ragging Regulations or Substance Abuse or breach of Code of Conduct or any other Rules & Regulations of the University, **NO REFUND of fees is permissible**. Only the respective deposits would be refunded to the student.
- c) In case, admission of student is cancelled on account of ineligibility detected at any stage, **NO REFUND** of fees will be permissible.
- d) If a candidate, after registering for the program, fails to provide the required documentary proof of minimum educational qualifications by the deadline specified by the University, or if discrepancies are found between the academic details provided in the application form and the original documents, the admission will be canceled, and the deposited fees will be forfeited, except for the Security Deposit.
- e) If any document submitted by the candidate is discovered to be forged, fabricated, or false during their study, or if any instance of donation or unfair practices is found after admission, the admission will be canceled immediately, the fees will be forfeited, and legal action may be pursued.

## **2. Transfer of fees for Admission to another School/Department of TSMU:**

- 2.1 If a student applies to transfer their admission from one school/department of TSMU to another within TSMU, the transfer application will be processed and, if approved by the Registrar, the transfer of fees will be handled as follows:
- 2.2 If the transfer application is made before the commencement of the program, 100% of the fees will be transferred.
- 2.3 If there is a difference in program fees, the student will need to pay the additional amount or the difference will be adjusted in the next installment or refunded.
- 2.4 The student must complete the transfer form, obtain approval from the TSMU Admissions In-

charge, and secure final approval from the Registrar in accordance with policy guidelines.

2.5 Upon receiving the Registrar's approval and confirming the clearance of dues, the transfer application will be forwarded to the Finance department for processing.

### **3. Some other important points**

3.1 Refund shall be processed by Finance through online mode/ bank transfer after verifying all necessary documents including duly filled in application form or documents, necessary approvals and after completion of no dues process.

3.2 No interest shall be payable on refund of any fees.

3.3 The University reserves all rights to modify and amend the Fee Refund Policy.

3.4 In any other case which is not covered in these rules, the decision would be taken by the Vice Chancellor.

3.5 Any disputes in this regard are subject to the legal jurisdiction of District of Lucknow, Uttar Pradesh.

3.6 Candidate appearing for re-examination for any subject(s) will be provided provisional admission, which will be confirmed only after student satisfies the eligibility criteria of a particular program. In case, candidate fails to fulfil the Eligibility Criteria after the re-exam result, the advance fee paid for provisional admission will be refunded.

### **T.S. Mishra University Hostel Charges Refund Policy**

The T.S. Mishra University Hostel Charges Refund Policy will be effective from the date of the notification.

#### **Refund of Hostel Charges**

<b>Sr No.</b>	<b>Percentage of Refund of Hostel Charges</b>	<b>Point of time when notice of withdrawal of admission is received in the HEI</b>
1	100%	Before the date of commencement of sessions (as notified by TSMU) or date of hostel occupancy (whichever is earlier**)
2	50%	Till 10 <sup>th</sup> day of commencement of sessions (as notified by TSMU) or 10 <sup>th</sup> day of hostel occupancy (whichever is earlier **)
3	00%	From 11 <sup>th</sup> day of commencement of sessions (as notified by TSMU) or 11 <sup>th</sup> day of hostel occupancy (whichever is earlier **)

The procedure for refunding Hostel Charges in the event of withdrawal from the hostel is as follows:

1. \*\*The Refunds will also be granted if the student fails to report on the commencement date of the session or does not occupy the hostel on the specified date for occupancy. \*\*

2. No refund will be provided for a hostel room that remains vacant due to withdrawal by an allocated student.

3. The hostel will be considered vacated only after obtaining clearance from the Warden or Hostel In-charge.

Candidates who appear for re-examination in any subject(s) will receive provisional hostel admission, which will be confirmed only after meeting the eligibility criteria for the program. If the candidate does not meet the eligibility criteria following the re-exam results, the advance hostel charges paid for provisional admission will be refunded.