



MAHATMA GANDHI UNIVERSITY, KERALA

**Abstract**

Affiliated Colleges/Statutory Teaching Departments - Implementation of the UGC Guidelines regarding Refund of fees for the Academic Year 2024-'25 - Orders issued.

**ACADEMIC A 1 SECTION**

No. 5805/AC A 1/2024/MGU

Priyadarsini Hills, Dated: 28.06.2024

Read:-D.O.No.F.2-71/2022(CPP-II) (C-114546), dated 12/06/2024 from the U.G.C.

**ORDER**

The University Grants Commission vide the letter read above, issued the following Guidelines regarding the refund policy to be adopted on account of cancellation of admission/migration of students after getting admitted to the any admission during the academic year 2024-'25 .

1. Notwithstanding anything contained in any Guidelines/ Prospectus/ Notifications / schedule a full refund of fees shall be made by the HEIs on account of all cancellations of admission/ migration of students up to **30 September 2024** and with a deduction of not more than Rs= 1000/- as a processing fee up to **31 October 2024**.
2. It shall apply to all Higher educational institutions whether established or incorporated by or under a Central Act or a State Act and every institution recognised by the University Grants Commission under clause (f) of section 2 of the UGC 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 University.
3. 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</b> formally notified last date of admission

5	00%	More than 30 days <b>after</b> formally notified last date of admission
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The Vice Chancellor by the exercising the powers conferred upon him by virtue of Chapter III Section 10(17) of the Mahatma Gandhi University Act 1985, accorded sanction to the aforesaid UGC Guidelines being implemented in the University.

Orders are issued accordingly.

SREEJITH R

ASSISTANT REGISTRAR I  
(ACADEMIC)  
For REGISTRAR

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- 1.Affiliated colleges/Departments
- 2.PS to VC/PVC
- 3.PA to Registrar/CE/FO
- 4.AR1(Acad)/DR1(Acad)/JR2(Admn)/ATR
- 5.Internal Audit 1/2/IQAC/University Website
- 6.Accounts 3/5/ IT Cell 1/2
- 7.Stock File/File Copy/Records

Forwarded / By Order

Section Officer