



प्रो. रजनीश जैन  
सचिव

**Prof. Rajnish Jain**  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

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

2<sup>nd</sup> August, 2022

**Subject: Fee refund policy 2022-2023**

Respected Madam/Sir,

As you are aware that the University Grants Commission has issued 'the UGC guidelines on examination and academic calendar in view of the Covid-19 pandemic' on 16<sup>th</sup> July, 2021, wherein UGC has stipulated the provision of refund of fees on account of all cancellations of admissions/ migrations of students during the academic session 2021-2022. Also, UGC on 12<sup>th</sup> July, 2022 has requested the higher educational institutions to fix the last date of their under graduate admission process after declaration of result of class XII by CBSE so as to provide sufficient time to such students for admission in under graduate courses. Also, it may be noted that several entrance examinations including CUET, JEE Main, JEE Advance etc. have been delayed, due to which admissions may continue up to October, 2022.

In view above, and in order to avoid financial hardships being faced by parents, it has been decided by UGC that full refund of fees should be made by the higher educational institutions on account of all cancellations of admissions/ migrations of students up to October 31, 2022 for the academic session 2022- 2023 as a special case. It is made clear that the entire fee, including all charges, should be refunded (i.e., there should be zero cancellation charges) on account of cancellations/ migrations up to October 31, 2022. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2022, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.

All the Higher Educational Institutions are requested to ensure the compliance of the UGC directions in respect of refund of fee in view of COVID-19 Pandemic related factors.

With kind regards,

Yours sincerely,

(Rajnish Jain)

To,

**The Vice-Chancellors of all universities**  
**The Principals/Directors of all colleges / institutes**