



OFFICE OF THE PRINCIPAL
WESTERN COLLEGE

KONTHOUJAM

Regd. No. 5611/SR/85
Imphal West, NH-37, PIN-795113, Manipur
(Govt. Aided)

Ref. No. 1/57/FR-(P)/WCK/2024

Date: 19-06-2024

CIRCULAR
Fee Refund Policy 2024-25

In accordance with the University Grant Commission Notification vide its D.O. letter F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024 on Refund of fees and Non-Retention of Original Certificates, October 2018, the following refund policy shall be applicable to the students for cancellation of admission and refund of fees:

The students are hereby allowed a full refund within a specific period mentioned to enable them to opt for a course of their choice.

Notwithstanding anything contained in any guidelines/prospectus/notification/schedule, a full refund of fees shall be made by the College on account of all cancellations of admissions/migrations of students up to 30th September 2024 and with a deduction of Rs. 1000 as a processing fee, up to 31st October 2024.

For any admission schedule extending/commencing beyond/after 31st 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):

Percentage of Refund of Fees	Point of time when the notice of withdrawal of admission is received by the Department/School/Constituent College of the University	Remarks
100%	15 days or more before the last date of admission	Up to 15th October 2024
90%	Less than 15 days before the last date of admission	Between 16th October to 31st October 2024
80%	15 days or less after the last date of admission	Between 1st November to 15th November 2024
50%	More than 15 days but 30 days or less after the last date of admission	Between 16th November to 30th November 2024
00%	More than 30 days after the last date of admission	After 1st December 2024



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This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

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.

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.

Any HEI violating the provisions of the 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.

Principal
Western Collge, Konthoujam, Manipur