



**डॉ. आर. मनोज कुमार**  
संयुक्त सचिव एवं क्षेत्रीय प्रमुख  
**Dr. R. Manoj Kumar**  
Joint Secretary & Regional Head



**विश्वविद्यालय अनुदान आयोग**  
**University Grants Commission**  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)  
पश्चिम क्षेत्रीय कार्यालय, गणेशखिंड, पुणे - ४११००७.  
Western Regional Office, Ganeshkhind, Pune - 411007.  
Phone : 020- 2569 6897  
Email : rmkumar.ugc@nic.in . wrougc@gmail.com

No.F.2-30/2014(Circular/WRO)

20<sup>th</sup> September, 2022

To,

1. Vice-Chancellors / Directors of all HEIs.
2. Principals of all Colleges.

Subject : **Fee Refund Policy 2022-2023 - reg. - शुल्क वापसी नीति 2022-2023 -**  
**के सन्दर्भ मे ।**

Dear Madam/Sir,

As you are aware, the University Grants Commission (UGC) has issued directions in respect of refund of fee, vide letter of Secretary, UGC (D.O.No.2-71/2022(CPP-II) dated 2<sup>nd</sup> August, 2022) circulated to all the Higher Educational Institutions (HEIs) and uploaded on the UGC Website. A copy of UGC Secretary's letter dated 02/08/2022 is enclosed herewith.

Vide the above referred letter of Secretary, UGC, the following decision of UGC has been conveyed to all HEIs.

*"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 letter and spirit to avoid any punitive action and legal complications. This office has been receiving complaints from students and their parents regarding non-compliance of UGC directions by various HEIs. Complaints received in this regard have been forwarded to the concerned HEIs for the redressal of grievance in strict compliance of UGC Fee Refund Policy 2022-2-23. It is, therefore, once again reiterated that HEIs shall ensure the compliance of Fee Refund Policy.

With regards,

Yours sincerely,

(Dr. R. Manoj Kumar)

Encl: As above.