



Ref No.: AGCE/office/April-2025/No-393

Date : 08 APR 2025

Fee Refund Policy 2024-25

The University Grants Commission received 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 580th meeting held on 15 may 2024, and after considering the relevant factors decided the following fee refund policy for the academic session 2024-25.

a. Not with standing 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.

b. 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 University declared as such under Section 3 therein and to all higher education institution affiliated to a University.

c. 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.

d. For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UCG Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Table with 3 columns: Category, Percentage of Refund of fees, Point of time when notice of withdrawal of admission is received in the HEI. Rows include categories 1-5 with percentages from 100% to 00% and corresponding withdrawal timelines.



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 Grievance 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 Commissions (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.



A handwritten signature in black ink, appearing to be "Arvind Gavali", written over a horizontal line.

Principal

Samarth Educational Trust  
Arvind Gavali College of Engineering  
Panmalewadi, Satara

A handwritten signature in black ink, appearing to be "Arvind Gavali", written below the printed name.



**SAMARTH EDUCATIONAL TRUST**

**ARVIND GAVALI COLLEGE OF ENGINEERING**

**NAAC Accredited**

Approved by AICTE, New Delhi, Recognised by Govt. Of Maha., DTE Mumbai & Affiliated to  
Dr. Babasaheb Ambedkar Technological University (BATU), Lonere.

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- Website:- www.agce.edu.in
- e-mail : agcenggsatara@gmail.com
- Engineering Mob : 9957 100 100
- Poly./ B.Voc. Mob : 9069 700 100

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| ▪ Engineering<br>EN-6545 | ▪ Polytechnic<br>DN-6545 | ▪ B.vocational Degree Programs (B.Voc)<br>EN-6545 |
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Ref No.: AGCE/FEB-2025/No-325

Date : 14 FEB 2025

### Fee refund policy

#### Cancellation of Admission and Refund of fees, return of documents by Institutions

Fee Refund Policy outlines the procedure for the refund of fees for students admitted to various programs at *Samarth Educational Trust Arvind Gavali College of Engineering* Gat No. 247, Panmalewadi, At. Panmalewadi, Varye, Tal & Dist Satara, Maharashtra 415015. The policy is applicable to two categories of students

1. New admissions (First-year & Direct-Second-year students)
2. Regular students (continuing students from one academic year to the next)

This policy is established in compliance with the rules and regulations set by the Government of Maharashtra, State Common Entrance Test Cell, Mumbai and the University Grants Commission (UGC) norms.

#### Fee Refund Policy for New Admissions

The institution follows Rule No. 15 as published in the Information Brochure for admissions to B. Tech., M. Tech., MCA, BCA, Diploma & B.Voc programs by the Government of Maharashtra, State Common Entrance Test Cell, Mumbai.

#### 1. Cancellation of Admission and Refund of Fees

- A. The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Institute shall refund the entire fees to the candidate after deduction of Rupees one thousand only towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- B. Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut-off date. Candidate has to apply for cancellation of admission to the institute by submitting application to the Institute after the cut-off date;
- C. No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;
- D. The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.





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Ref No.: AGCE / Feb-2025 / No-325

Date : 14 FEB 2025

## 2. Fee Refund Policy for Regular Students

At the beginning of every academic year, the Institute appeals to students to confirm their admission after university results are declared as Pass or Promoted. Upon confirmation, such students are considered Regular Students for that academic year.

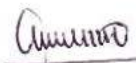
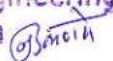
### 1.1 Procedure for Fee Refund for Regular Students

1. If a regular student decides to discontinue their studies for any reason, they must submit a written application stating the reason for cancellation.
2. The student must first meet with their Class Teacher and then the respective Head of Department (HOD) for counselling regarding retention of admission.
3. If the student still wishes to cancel their admission, they must meet with the Head of the Institute to obtain final approval.
4. Upon obtaining the approval, the student must complete the No Dues Procedure at the Institute's office.
5. After confirmation of No Dues, the Institute will process the admission cancellation.

### 2. Conclusion

This policy is formulated to ensure transparency and compliance with regulatory guidelines while addressing the financial concerns of students and their families. All stakeholders, including students, parents, and administrative staff, are required to adhere to the terms of this policy.



  
Principal  
Samarth Educational Trust  
Arvind Gavali College of Engineering  
Panmalewadi, Satara 



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



सत्यमेव जयते



आज़ादी का  
अमृत महोत्सव  
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,

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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:

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- 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...

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सादर,

भवदीय,

(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।