



**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.

- Address : At. Panmalewadi, Post.-Varye, Tal. & Dist.-Satara.-415 015 (Maharashtra)
- 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 |
|--------------------------|--------------------------|---|

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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## 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.



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