

UNIVERSITY OF KERALA

(Abstract)

University Office - Guidelines regarding refund of tuition fee paid by students of Self-Financing Institutions/Departments/Centres of the University- Sanctioned - Modified Orders issued.

ADMINISTRATION 'B.II' SECTION

No.Ad.BII/5622/06/2020 Thiruvananthapuram, Dated:22.06.2020

- Rea d
1. Guidelines regarding refund of fee in accordance with UGC rules (notifications dated 06.12.2016 & October 2018)
 2. Item No. 08.72.04 of the minutes of the meeting of the Syndicate held on 30.04.2019
 3. Item No. 10.163.03 of the minutes of the meeting of the Syndicate held on 28.04.2020
 4. U. O No: Ad B II/5622/06/2016 dated 24.06.2016

ORDER

University Grants Commission has put forth a five-tier system for refund of fee remitted by the students. The Syndicate, at its meeting held on 30.04.2019, resolved to constitute a sub-committee to study the matter in detail and to submit a report, vide paper read (2). The Syndicate, at its meeting held on 28.04.2020, resolved to approve the minutes of the sub-committee held on 30.01.2020, vide paper read (3).

Sanction has therefore been accorded by the Vice-Chancellor to approve the guidelines for refund of tuition fee, as detailed below:

Sl No.	Percentage of refund of fee	Point of time when notice of withdrawal of admission is received in the Institution
1.	100%	15 days or more before the formally-notified last date of admission.
2.	90%	Less than 15 days but 5 days before the formally-notified last date of admission
3.	80%	5 days before the formally notified last date of admission to 15 days or less after the formally notified last date of admission
4.	50%	30 days or less, but more than 15 days, after formally-notified last date of admission

5.	00%	More than 30 days after formally notified last date of admission
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- in the case of 100% refund, to deduct not more than 5% of the fee paid by the student, subject to a maximum of Rs.5,000/- as processing fee from the refundable amount.
- Tuition fee collected at the time of admission to Self-Financing Institutions/Departments/Centres of the University alone be refunded.
- The new changes in the guidelines regarding refund be implemented with effect from the next academic year onwards and the details of admissibility of refund shall be clearly specified in the prospectus.

The U.O. read (4) stands modified to this extent.

Maheswari P.
Deputy Registrar (Admn.II)
For Registrar

To

1. The PS to Vice Chancellor
2. The PS to Pro Vice Chancellor
3. The sections concerned/Heads of the Departments
4. The PA to Registrar / FO/Controller of Examinations
5. Ad F II/Finance I/ Audit /SDE
6. Stock file/File copy.

Forwarded/By

Order

SECTION OFFICER