



PLAKSHA UNIVERSITY

Fee Refund Policy: Undergraduate Programme (Intake 2026)

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1. Objective and Scope

This Fee Refund Policy sets out the procedures, timelines, and conditions governing the refund of fees in cases where a student withdraws from the Undergraduate Programme at Plaksha University for the 2026 intake.

The policy aims to ensure transparency, consistency, and compliance with applicable statutory and regulatory requirements. It applies to all fees paid towards admission acceptance, tuition, and residential services (including hostel accommodation and meals).

2. Regulatory Framework

Pending the issuance of the University Grants Commission (UGC) Fee Refund Circular for Academic Year 2026–27, this policy is aligned with and shall be governed by the applicable UGC Fee Refund Policy for Academic Year 2024–25, including:

- **UGC Fee Refund Policy 2024–25**, D.O. No. F.2-7/2022 (CPP-II) (c-114546), dated 12 June 2024; and
- **UGC Notification on Refund of Fees and Non-Retention of Original Certificates**, October 2018, *as amended and in force from time to time*.

All timelines and conditions stated herein are subject to modification upon receipt of updated directions or notifications from the UGC or any other statutory authority.

3. Definitions

- **Acceptance Fees:** The Acceptance Fee is the amount paid to confirm admission and includes the Admission Fee and Security Deposit.
- **Tuition Fees:** Academic fees charged by the University for instruction.
- **Residence & Meal Charges:** Fees charged for hostel accommodation and dining services.
- **Date of Withdrawal:** The date on which a complete withdrawal request is received by the University through the prescribed process.
- **Onboarding Date:** The date on which the student reports to campus and/or occupies University residential facilities.

4. Fee Refund Structure

The refund of Acceptance Fees, Tuition Fees, Residence Charges, and Meal Charges shall be governed by the UGC Fee Refund Policy dated 12 June 2024 and applicable University norms, as detailed below:

Refund Table

Period of Withdrawal	Acceptance & Tuition Fee Refund	Residence & Meal Charges
Up to 30th September 2026	100% refund of Acceptance Fee and Tuition Fees paid	Charged on a pro-rata basis
1st October 2026 to 31st October 2026	100% refund of Acceptance Fee and Tuition Fees paid after deduction of INR 1,000 as processing charges	Charged on a pro-rata basis
On or after 1st November 2026	No refund of Acceptance and tuition fees	No refund applicable

5. Residence and Meal Charges

- Residence and meal charges shall be calculated on a pro-rata basis, depending on the actual number of days the student has availed campus residential and dining facilities.
- Any partial month usage shall be calculated as per university norms.

6. Security Deposit

The Security Deposit (if applicable) shall be refundable upon withdrawal or completion of the programme, subject to:

- Clearance of all outstanding dues;
- Assessment and recovery of any damage or loss attributable to the student.

Refunds may be processed along with or separately from other fee refunds, at the University's discretion.

7. Financial Aid and Scholarships

For students who have been awarded financial aid, grants, or scholarships, refund amounts shall be computed **after adjusting the awarded aid**, in accordance with the applicable financial aid terms and conditions approved by the University.

8. Refund Process.

- Students must initiate the refund process by emailing **financialaid.ug@plaksha.edu.in** from their registered email ID.
- Upon receiving the request, the Financial Aid Office will provide access to the official online refund application form.
- Students are required to fill in all requested details and upload the necessary supporting documents.
- Refunds shall be processed **only upon submission of a complete and verified application** with all supporting documents.
- Refunds will be processed within three (3) weeks from the date of receipt of a complete withdrawal request.
- Refunds shall be credited **only to the bank account of the student or the parent/guardian**, as updated in the University's ERP system. The University shall not be responsible for delays arising from incorrect or incomplete bank details

9. Grievance Redressal

Any dispute or grievance related to fee refunds of fees shall be addressed in strictly in accordance with the UGC (Redressal of Grievances of Students) Regulations, 2023, through the University's designated grievance redressal mechanism.

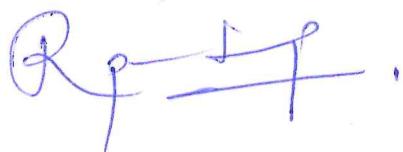
Students may raise queries by writing from their registered email ID to
financialaid.ug@plaksha.edu.in

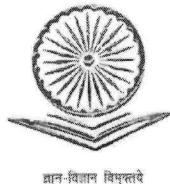
10. Disclaimer, Amendment, and Interpretation

This policy is issued for general guidance and shall be read in conjunction with applicable UGC regulations, notifications, and University statutes, ordinances, and rules.

Plaksha University reserves the right to amend, modify, interpret, or withdraw this policy, in whole or in part, at any time, in compliance with regulatory requirements or institutional decisions.

In the event of any inconsistency or conflict, UGC regulations and statutory directives shall prevail. The decision of the University shall be final and binding in matters of interpretation of this policy.





आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



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)

12th June, 2024 / 22 ज्येष्ठ, 1946

Subject: Fee Refund Policy 2024-25

आदरणीय महोदया/महोदय,

The University Grants Commission receives 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:

- Notwithstanding 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.
- 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 a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- 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 before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	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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e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

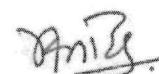
4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein *"delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time"* has been defined as one of the grievances.

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 Commission (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.

सादर,

भवदीय,



(मनिष जोशी)

सेवा में,
सभी विश्वविद्यालयों के कुलपति।
सभी महाविद्यालयों के प्राचार्य।



आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



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आजादी का
अमृत महोत्सव
विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O.No.F.12-5/2024(FNT/NET)-FeeNivarana(Notice)

5 कार्तिक, 1947/ October 27, 2025

Subject: UGC Fee Refund Policy for Academic Session 2025-26

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आदरणीय महोदया/महोदय,

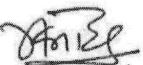
The University Grants Commission, vide Circular No. D.O. No.F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024, issued the Fee Refund Policy applicable for the academic year 2024-25. It is hereby informed that the Fee Refund Policy for the year 2024-25 is currently in existence and the same policy will remain in force for subsequent academic sessions until the issuance of new policy by UGC with the cut-off date of 31st October 2025.

All Higher Educational Institutions are requested to strictly adhere to the cut-off date mentioned in the Fee Refund Policy issued by the UGC for the academic years 2021-22 to 2024-25 to resolve the old pending cases respectively.

Any HEI violating the provisions of UGC Fee Refund Policy 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. Copies of the above-mentioned Fee Refund Policies are attached for your reference.

सादर,

भवदीय,


(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।