

ASUTOSH COLLEGE
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Refund of Fees Policy for the year 2021 to 2022

Whereas the Department of Higher Education, Government of West Bengal issued a Government Order bearing number 209(29)-Edn(U)/1U-32/17 dated 24/07/2017 which inter alia states "... I have been directed to request you to issue the necessary orders regarding refund of fees in consonance with University Grants Commission instructions on refund of fees issued under D.O. no. 1-3/2007(CPP-II) dated 6.12.2016 [copy enclosed] to include the University and all the Colleges under your affiliation, if any. It may be mentioned that the West Bengal State Council of Higher Education is also in agreement with the instructions of the University Grants Commission regarding return of fees.(copy of Resolution enclosed). In view of the ongoing admission season this may be done immediately to safeguard the students from harassment."

AND

Whereas the West Bengal State Council of Higher Education has taken a resolution in the "record of Discussion" of its 2nd meeting dated 13.06.2016 inter alia states "...also UGCs instructions on refund of fees in the event of a candidate withdrawing his candidature after admission, are very clear and unambiguous. Based on the timelines, a candidate is entitled to the refund of fees paid by him, if he decides to withdraw his candidature. All the Vice Chancellors were requested to sensitise the institutions, especially the private ones, under their affiliatory control about the UGCs instructions in this regard so that students seeking refund of fees do not face any harassment."

AND

Whereas the UGC has passed an elaborated notification on "Remittance and Refund of Fees and other Student Centric issues" which was approved by the University Grant Commission in its 519th meeting held on 15th November, 2016 which inter alia states "...No HEI shall make it mandatory for applicants to purchase the institutional prospectus any time during the course of the program of study. Purchasing prospectus shall be the personal choice of the student and he/she has all rights to decide against it in case he/she wishes to access the information from institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information like the status of the institution, its affiliation, accreditation rating, physical assets and amenities, course-wise sanctioned intake of students, details of faculty, membership of governing bodies and minutes of the meetings of bodies like Academic/Executive council, sources of income and the financial situation and any other information about its functioning necessary for a student to make a fully informed choice."

4.2.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for entire program of study or for more than one semester/year in which a student is enrolled is strictly prohibited as it restricts the student from exercising other options of enrollment elsewhere. This enabling provision is in line with the UGC guidelines on Choice-Based Credit System (CBCS) and Model Curricula which are geared towards promoting a student's inter-institutional mobility.

4.2.3. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100 %	15 days before the formally-notified last date of admission
(2)	80 %	Not more than 15 days after the formally-notified last date of admission
(3)	50 %	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00 %	More than 30 days after formally-notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

4.2.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

4.2.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/ her in this regard.”

AND

Whereas the Secretary of the University Grants Commission by its letter bearing no. F.14-17/2020(CPP-II) dated 17.12.2020 subsequently published in the UGC Guidelines on Examinations and Academic Calendar in view of the COVID – 19 Pandemic – July, 2021, it has once again reiterated the same policy of refund of fees, which clearly states that “In view of the financial hardships being faced by parents due to lockdowns and related factors, a full refund of fees should be made on account of all cancellations of admissions/ migrations of students up to October 31, 2021 for the academic session 2021- 2022 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, 2021. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2021, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.”

AND

Whereas the Governing body of the Asutosh College has taken a resolution in consonance with aforesaid UGC guidelines read with suggestions prescribed by the West Bengal State Council of Higher Education which is as follows: "... also UGCs instructions on refund of fees in the event of a candidate withdrawing his candidature after admission, are very clear and unambiguous. Based on the timelines, a candidate is entitled to the refund of fees paid by him, if he decides to withdraw his candidature. All the Vice Chancellors were requested to sensitize the institutions, especially the private ones, under their affiliatory control about the UGCs instructions in this regard so that students seeking refund fees do not face any harassment."

The fees, therefore, collected from the students will be refunded in accordance with the resolution taken up by Governing body of Asutosh College on 27/09/2021 in tune of the guidelines as stated above by the University Grant commission.

Date: 29/09/2021



Vice principal
Asutosh College

Vice-Principal
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