



# **ALPHONSA COLLEGE, PALA**

Reaccredited to A+ Grade by NAAC in the  
5th Cycle of Accreditation (CGPA 3.33)

Affiliated to Mahatma Gandhi University, Kottayam



## **FEE REFUND POLICY**



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## 1. Preamble

Alphonsa College, Pala is committed to ensuring transparency, fairness, and compliance with the guidelines issued by the University Grants Commission (UGC) regarding the refund of fees upon cancellation or withdrawal of admission. This policy shall apply to all undergraduate, postgraduate, diploma, certificate, and other academic programmes offered by the College.

## 2. Refund of Fees

In accordance with the UGC Fee Refund Policy, the following provisions shall govern the refund of fees:

### A. For Admissions During the Academic Year

1. A **full refund of fees** shall be granted for all cancellations of admission or student migrations submitted on or before 30 September.
2. For cancellations submitted between **1 October and 31 October**, the College shall refund the entire fee after deducting **not more than ₹1,000/-** as processing charges.

### B. For Admission Cycles Extending Beyond 31 October

Where the admission process extends beyond 31 October, the refund shall be governed by the UGC Notification on Refund of Fees and Non-Retention of Original Certificates (October 2018) as follows:



Time of Withdrawal	Refund of Fees*
15 days or more before the formally notified last date of admission	100%
Less than 15 days before the formally notified last date of admission	90%
Within 15 days after the formally notified last date of admission	80%
More than 15 days but within 30 days after the formally notified last date of admission	50%
More than 30 days after the formally notified last date of admission	No Refund

\*Refund shall be subject to deductions, if any, as permitted under UGC regulations.

### 3. Procedure for Seeking Refund

1. Requests for cancellation of admission and refund of fees shall be submitted in writing through the prescribed application form.
2. The date of receipt of the application by the College shall be treated as the effective date for calculating refund eligibility.
3. Refunds shall be processed through the original mode of payment or by bank transfer to the student/parent account after verification of records.

### 4. Non-Retention of Certificates

The College shall not retain original academic certificates, mark lists, transfer certificates, or other documents submitted by students beyond the period necessary for verification, in accordance with UGC regulations.

## 5. Grievance Redressal

Any grievance relating to fee refund may be submitted to the College Grievance Redressal Committee. Unresolved grievances may be pursued in accordance with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

## 6. Compliance

This policy shall remain in force until revised by the UGC or by the College in conformity with subsequent regulatory directions. Any matter not specifically covered herein shall be decided in accordance with applicable UGC regulations and Government directives.



*Mimimathu*  
PRINCIPAL  
ALPHONSA COLLEGE  
PALA