

# UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

## FEE REFUND POLICY

**Nov 29, 2018**

University Grants Commission, vide its notification October 2018 has issued elaborate process on "Refund of Fees & Non-Retention of Original Certificates". This supersedes the earlier refund policy issued by UGC vide Public Notice dated 23<sup>rd</sup> April 2007 and another notification dated 16<sup>th</sup> December 2016. The procedure contained is to be treated as SOP under Section 12(d) read with section 12(j) of the UGC Act 1956. As per notification some earlier refund parameters have been simplified and ambiguity removed. However, keeping a benevolent approach, the amount of deduction has been kept very low during the initial period when refunds is applied by prospective student. Accordingly following refund policy has been formulated to be effective from 15<sup>th</sup> November 2018 for **Academic Session 2019-20**.

<b>Refund Scenarios-Withdrawal applied</b>	<b>Deduction from fee as per UGC Guidelines.</b>
Up to 31 May 2019*	Flat Rs.1,000/-.
From 1 Jun 2019 to 15 <sup>th</sup> Aug 2019	5% of fee paid or Rs.5000/- (higher)
from 16 Aug 2018 to 31 Aug 2019	10% of fee paid
from 1 Sep 2019 to 15 Sep 2019	20% of fee paid
From 16 Sep 2019 to 30 Sep 2019	50% of fee paid
After 30 Sep 2019	100% of fee paid

\*(i) In case of pure wait list candidate in B. Tech program only Rs.1,000/- shall be deducted as processing fee if the seat is not confirmed by UPES up to one day prior to refund application. However, in case of withdrawal after confirmation of seat regular refund policy as per above table shall apply.

**Note :** (i) Refund request up to registration shall be accepted through online portal, any request thereafter shall be through submission of formal no dues by student. Refund after registration shall be processed in the name of student only,

(iii) Registration date is treated as formally notified last date of admission announced for respective program,


(iv) Withdrawal request made after registration shall also be subject to deduction in Hostel Fee, wherever applicable, in the same ratio as fee paid and

(v) Withdrawal request made after registration shall be eligible for refund of only 50% PDP fee received. However, any other fee/security charged shall be refunded in full.


**Proposed by**

  
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**Recommended By**

  
Dr Veena Dutta, Registrar

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