



Ref. No.:

Metas Adventist College

Fee Refund Policy-2026-27

(In accordance with the UGC Fee Refund Policy and UGC Regulations)

Metas Adventist College is committed to ensuring a transparent, fair, and student-friendly admission process. The College strictly follows the Fee Refund Policy issued by the University Grants Commission (UGC) from time to time regarding cancellation or withdrawal of admissions.

1. Applicability

This policy shall apply to all undergraduate and postgraduate programmes offered by Metas Adventist College and shall be implemented in accordance with:

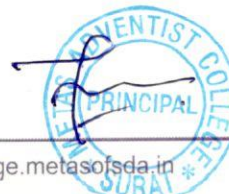
- UGC Notification on **Refund of Fees and Non-Retention of Original Certificates** (October 2018);
- UGC Fee Refund Policy applicable for the Academic Session **2025–26**; and
- UGC (Redressal of Grievances of Students) Regulations, 2023.

2. Fee Refund Schedule: 2026-27

Where admissions continue beyond the UGC special cut-off period, the following refund schedule shall apply:

Percentage of Refund of Fees*	Notice of Withdrawal Received by the College
100%	15 days or more before the formally notified last date of admission.
90%	Less than 15 days before the formally notified last date of admission
80%	Within 15 days after the formally notified last date of admission
50%	More than 15 days but within 30 days after the formally notified last date of admission
Nil (0%)	More than 30 days after the formally notified last date of admission

* **Caution Money and Security Deposit**, wherever applicable and not forming part of the tuition fee, shall be refunded in full.



3. Processing Charges

Where a **100% refund** is applicable, the College may deduct **processing charges not exceeding ₹1,000, whichever is applicable under the prevailing UGC guidelines**, before refunding the balance amount. The College shall follow the latest UGC directions issued from time to time.

4. Special UGC Fee Refund Policy

For admissions covered under the UGC Fee Refund Policy for the Academic Session **2025–26**, the following shall apply:

- A **full refund of fees** shall be made for cancellation or withdrawal of admission **up to 31 October 2025**, after deduction of **not more than ₹1,000 as processing charges**, in accordance with the UGC Circular.
- This special provision shall remain applicable until modified or superseded by the University Grants Commission.

5. Timeline for Refund

All eligible refunds shall ordinarily be processed and paid **within fifteen (15) days** from the date of receipt of a complete written request for withdrawal together with the required supporting documents.

6. Non-Retention of Original Certificates

Metas Adventist College shall comply with the UGC Notification on Non-Retention of Original Certificates by ensuring that:

- Original academic and personal certificates shall be verified only at the time of admission and **returned immediately** after verification.
- The College shall retain only **self-attested photocopies** for institutional records.
- Under no circumstances shall original certificates be retained by the College after verification.

7. Student Grievance Redressal

Any grievance relating to delay in or denial of refund of fees may be submitted to the **Student Grievance Redressal Committee (SGRC)** of the College. Such grievances shall be addressed in accordance with the **UGC (Redressal of Grievances of Students) Regulations, 2023**.

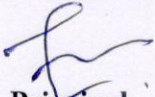
8. Compliance

This Fee Refund Policy shall be interpreted and implemented in accordance with the latest notifications, circulars, and guidelines issued by the University Grants Commission (UGC). In the event of any revision by the UGC, the revised provisions shall automatically supersede the corresponding provisions of this policy.



Important Note

Students and parents are advised to carefully read the admission rules, fee structure, and refund provisions before confirming admission. Submission of a withdrawal request shall be treated as the effective date for determining eligibility for refund under this policy.


Principal