



# Fee Refund Policy

## Policy Document

Sullamussalam Science College, Areekode  
Affiliated to the University of Calicut  
Kerala | India

## 1. Preamble

Sullamussalam Science College follows a transparent, student-friendly, and statutory-compliant Fee Refund Policy in accordance with the University Grants Commission (UGC) Fee Refund Policy for the Academic Session 2024–25, issued by the Ministry of Education, Government of India.

The policy aims to safeguard students' interests, enable informed academic choices, and ensure fairness and accountability in the admission process.

## 2. Applicability

This policy shall apply to:

- All Undergraduate (UG), Postgraduate (PG), and other programmes offered by the College
- All students admitted through merit, management, or centralized admission processes
- All fees collected directly by the College or through authorized admission/ counselling agencies

## 3. Definitions

- Fees include tuition fee and all other charges paid at the time of admission.
- Withdrawal/Cancellation of Admission refers to a student formally opting out of the programme after admission.
- Processing Fee refers to the administrative charge deducted as permitted by UGC.

## 4. Procedure for Fee Refund

1. Students seeking withdrawal must submit a written request in the prescribed format to the College Office.
2. Refund shall be processed within a reasonable time, as per UGC norms, after verification.
3. Refunds shall be made through bank transfer or original mode of payment, wherever feasible.
4. No original certificates shall be withheld by the College on account of fee refund.

## **5. Responsibilities of the Institution**

- The College shall ensure strict compliance with UGC regulations.
- Any counselling body or agency collecting fees on behalf of the College shall also comply with this policy.
- Delay or denial of refund shall be treated as a grievance, as per UGC (Redressal of Grievances of Students) Regulations, 2023.

## **6. Grievance Redressal**

Students may approach the **College Grievance Redressal Committee** in case of:

- Delay in fee refund
- Partial or incorrect refund
- Any violation of this policy

Unresolved grievances may be escalated as per UGC norms.

## **7. Compliance and Penalty**

Any violation of this Fee Refund Policy shall attract **punitive action** as notified by the UGC under relevant regulations and guidelines.

## **8. Review and Validity**

- This policy shall remain **in force until revised by UGC**.
- Any future UGC notification shall automatically supersede relevant clauses of this policy.

## **9. Approval and Implementation**

This Fee Refund Policy is approved by the competent authority of Sullamussalam Science College and shall be implemented with immediate effect.

### **Principal**

Sullamussalam Science College

**Reference:**

University Grants Commission. *Fee Refund Policy for the Academic Session 2024–25*, Notification dated 12 June 2024.