



OFFICE OF THE PRINCIPAL

এছ. বি. দেওৰা মহাবিদ্যালয় S.B. DEORAH COLLEGE

ULUBARI, GUWAHATI-781007

Ph.: 0361-2523172

E-mail : sbdeorahcollege@gmail.com, info@sbdeorahcollege.org.in

website : www.sbdeorahcollege.org.in

Ref:.....

Date : 05/06/2024

FEE REFUND POLICY

1. Introduction

In compliance with the University Grants Commission (UGC) guidelines on Fee Refund Policy and in alignment with the National Education Policy (NEP) 2020, S.B. Deorah College hereby notifies the following Fee Refund Policy. This policy aims to ensure transparency, fairness, and timely refund of fees to students who withdraw their admission.

2. Applicability

This policy applies to all students seeking admission or already admitted to undergraduate programmes (B.A., B.Sc., B.Com., BBA, BCA) at S.B. Deorah College.

3. Fee Refund Categories and Timeline

The following refund policy shall be applicable for cancellation/withdrawal of admission:

Category	Refund Percentage	Point of time when notice of withdrawal is received
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days after the formally notified last date of admission
5	0%	More than 30 days after the formally notified last date of admission

*Note: A processing fee of not more than ₹1,000/- may be deducted in cases where full refund is applicable as per UGC guidelines.

4. Procedure for Claiming Refund

Students/Parents seeking fee refund must follow the below process:

Step 1: Submit a written application addressed to the Principal clearly stating the reason for withdrawal.

Step 2: Attach self-attested copy of admission receipt, fee payment proof, and bank account details (for NEFT/RTGS).

Step 3: Submit the application in person at the college office or send scanned copy via email to sbdeorahcollege@gmail.com

[Signature]



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Step 4: Refund will be processed within 10–15 working days from the date of receipt of complete application.

5. Grievance Redressal

Any grievance related to delay or denial of fee refund shall be addressed to the **Student Grievance Redressal Committee (SGRC)** of the college.

6. Non-Retention of Original Certificates

As per UGC guidelines, the college shall not retain any original certificates, degree, diploma, or any other document deposited by the student for the purpose of seeking admission, once the student withdraws admission.

7. Compliance & Contact

This policy is framed in compliance with UGC Fee Refund Policy 2024-25 and will remain in force until further revision by the UGC. This policy is also uploaded on the college website under the "UGC Public Self Disclosure" section for transparency.

For any query regarding fee refund, please contact:

Office of the Principal, S.B. Deorah College

Email: sbdeorahcollege@gmail.com

(Dr. Dharmendra Nath)

Principal

S.B. Deorah College, Guwahati

Principal
S.B. Deorah College
Ulubari, Guwahati- 7

This policy is subject to revision as per future UGC / Government guidelines.