

MSP Mandal's

Shri Shivaji College, Parbhani

FEE REFUND POLICY

1. Introduction

MSP Mandal's Shri Shivaji College, Parbhani is committed to maintaining transparency, fairness and accountability in matters relating to admission and fee payment. The College follows the fee refund provisions prescribed by the University, Government of Maharashtra, UGC and other competent regulatory authorities from time to time.

The Fee Refund Policy is intended to protect the interests of students and parents while ensuring that the financial procedures of the College are implemented in a consistent and transparent manner.

2. Scope of the Policy

This policy applies to students admitted to various undergraduate, postgraduate, and other academic programmes offered by the College, subject to the rules and regulations applicable to the respective programme and affiliating university.

3. General Principles

1. Fees shall be collected only as prescribed and approved by the competent authority.
2. Students are required to pay the prescribed fees within the stipulated period.
3. A student who withdraws/cancels admission may be eligible for a refund of fees, subject to the applicable rules and the date of cancellation.
4. Refunds shall be processed in accordance with the prevailing norms of the UGC, Government of Maharashtra, affiliating university and other competent authorities.
5. No refund shall be made in respect of any component of the fee where the applicable rules specifically provide that such fee is non-refundable.
6. Any subsequent changes in statutory or regulatory provisions shall automatically prevail over the corresponding provisions of this policy.

4. Cancellation of Admission and Refund

A student seeking cancellation of admission shall submit a written application for cancellation to the College within the prescribed period. The application should clearly mention the student's name, programme, class, roll/enrolment number, date of admission and reason for cancellation.

The refund, wherever applicable, shall be determined on the basis of:

- the date on which the cancellation request is received by the College;
- the applicable fee-refund schedule prescribed by the competent authority;
- the amount of fee actually paid;
- applicable deductions, if any; and
- the specific rules governing the concerned programme.

The College shall process eligible refunds after verification of the student's records and completion of the prescribed formalities.

5. Procedure for Claiming Refund

Students seeking a fee refund shall:

1. Submit the prescribed **Admission Cancellation/Fee Refund Application** to the College.
2. Surrender/submit the admission receipt and other documents as required.
3. Complete the necessary clearance/formalities from the concerned departments, wherever applicable.
4. Provide accurate bank account details of the student or parent/guardian, as prescribed.
5. Submit any additional documents required by the College or competent authority.

The College will verify the application and determine the refundable amount according to the applicable rules.

6. Mode of Refund

Eligible refunds shall normally be made through a bank transfer or any other mode prescribed by the College. The College will not be responsible for delays arising from incorrect bank details, incomplete information or circumstances beyond its control.

7. Non-Refundable Components

Certain charges may be non-refundable as per the rules of the competent authority. These may include, wherever applicable:

- application/registration charges;
- processing charges;
- university or board-related fees already remitted;
- examination fees where the examination process has commenced;
- charges for services or facilities already availed;
- other statutory or specifically notified non-refundable components.

The applicability of such deductions shall be determined according to the rules in force at the time of cancellation.

8. Refund in Special Circumstances

Cases involving exceptional circumstances such as duplicate payment, payment made in error, cancellation due to institutional reasons, or any other special situation shall be examined by the College on a case-to-case basis and dealt with according to the applicable statutory provisions.

Where a programme or course is not conducted by the College after admission, the refund, if applicable, shall be governed by the directions of the competent authority.

9. Timeline for Processing Refunds

The College shall endeavour to process eligible fee-refund claims within a reasonable period after:

- receipt of the complete refund application;
- verification of the student's admission and fee records; and
- completion of all required clearance and documentation.

The actual timeline may vary depending on university procedures, statutory requirements and banking processes.

10. Transparency and Grievance Redressal

The Fee Refund Policy and applicable refund provisions shall be made available to students through the College website, prospectus/admission documents or other appropriate institutional communication channels.

In case of any dispute or grievance regarding fee refund, the student may submit a written representation to the Principal. The matter shall be examined by the competent authority/committee of the College in accordance with the applicable rules.

11. Compliance with Regulatory Norms

This policy shall be read in conjunction with the latest fee-refund regulations, circulars and notifications issued by the **UGC, Government of Maharashtra, affiliating university (SRTM University, Nanded), and other competent authorities.**

In the event of any inconsistency between this policy and a subsequent statutory/regulatory provision, the latest applicable statutory or regulatory provision shall prevail.

12. Policy Review

The College shall periodically review this policy to ensure its continued relevance, transparency and compliance with changes in statutory and regulatory requirements.