



FEE REFUND POLICY

In accordance with the **University Grants Commission (UGC) Guidelines 2024** regarding the refund of fees and non-retention of original certificates, the following Refund Policy is hereby notified for all programs offered at **Acharya Institute of Graduate Studies**.

This policy shall be applicable to all students seeking withdrawal of admission for the current academic session. The refund of fees will be processed strictly according to the timeline of the withdrawal application as specified in the table below:

Refund Eligibility & Timeline

S. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(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 formally-notified last date of admission
(5)	00%	More than 30 days after formally-notified last date of admission

Terms and Conditions:

- Application Process:** Any student desiring to withdraw their admission must submit a written request via email to admissions@acharya.ac.in or in person at the Admissions Office.
- Automatic Cancellation:** Failure to submit required original documents within the specified timeframe may result in automatic cancellation of your admission and forfeiture of the registration fee.
- Mode of Refund:** Eligible refunds are processed to the original mode of payment within the institutional timelines after verification of cancellation request.
- Certificates:** The institution shall not retain any original academic or personal certificates of the student as per UGC mandates.

Dr. Gurunath Rao Vaidya

PRINCIPAL

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