MAA RAMDULARI BALIKA MAHAVIDYALAYA

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STUDENT FEE REFUND POLICY (SESSION 2026-27)

As per the guidelines mandated by the University Grants Commission (UGC) and Veer Bahadur Singh Purvanchal University (VBSPU), Jaunpur, the college has established a transparent multi-tiered system for the cancellation of admissions and subsequent refund of fees.

1. Refund Slabs and Timelines

The percentage of fee refundable to a student seeking withdrawal or cancellation of admission depends strictly on the timeline of the formal written request relative to the university's formally notified last date of admission:

S.No.	Percentage of Refund	Deduction Allowed	Point of Time when notice of withdrawal is served
1	100%	Max Rs. 1,000/- as processing fees	15 days or more before the formally notified last date of admission.
2	90%	10% of aggregate fees	Less than 15 days before the formally notified last date of admission.
3	80%	20% of aggregate fees	15 days or less after the formally notified last date of admission.
4	50%	50% of aggregate fees	30 days or less, but more than 15 days after the formally notified last date of admission.
5	0% (NIL)	100% of aggregate fees	More than 30 days after the formally notified last date of admission.

2. Non-Refundable Fee Components

• The initial institutional Application/Registration fee and prospectus fee are strictly non-refundable.

• University Enrollment, Examination, and Welfare fees forwarded to VBSPU are subject to University-level decisioning and cannot be explicitly claimed from the college pool.

3. Formal Procedure for Refund

To initiate an official cancellation and process a refund request, the applicant must comply with the following structural layout:

1. **Written Application:** Submit a formal letter signed by both the student and parent/guardian addressed directly to the Principal detailing valid rationale.

2. **Document Surrender:** The student must physically surrender the original Fee Receipt, Provisional Admission Letter, and College Identity Card (if already issued).

3. **Clearance Certificate:** Obtain clear 'No Dues' validation from the central library, administrative counter, and relevant academic laboratories.

4. **Bank Details:** Provide a canceled cheque or a clear bank passbook photocopy. All permitted refunds are disbursed solely via Account Payee Cheque or online NEFT directly to the verified account within 15 office working days from clearance.

Prepared & Verified By:	Authorized Signatory:
_____	_____
Administrative Office	Principal / Manager

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