



# KORAMBAYIL AHAMED HAJI MEMORIAL UNITY WOMEN'S COLLEGE, MANJERI

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(Govt.-aided and Affiliated to University of Calicut)

[Nationally reaccredited by NAAC with 'A' Grade CGPA 3.20]

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## **POLICY DOCUMENT: FEE REFUND & WITHDRAWAL**

**Institution: Korambayil Ahamed Haji Memorial Unity Women's College, Manjeri**

**Policy Category: Administrative / Student Affairs**

**Reference: UGC Guidelines on Examination and Academic Calendar & Fee Refunds**

### **1. Preamble**

Korambayil Ahamed Haji Memorial Unity Women's College, Manjeri, is committed to transparent, fair, and student-friendly administrative practices. In accordance with the directives issued by the University Grants Commission (UGC) and the Higher Education Department, this document outlines the institutional policy regarding the refund of fees in the event of student withdrawal or cancellation of admission.

### **2. Policy Statement**

It is the strict policy of this institution to abide by the prevailing UGC Fee Refund Guidelines. We ensure that no student is deprived of their rightful refund if they choose to withdraw their admission within the stipulated timeframes. This policy applies to all undergraduate, postgraduate, and verified certificate courses offered by the institution.

### **3. Definition of "Last Date of Admission"**

For the purpose of calculating refund tiers, the "Formally Notified Last Date of Admission" shall be the date declared by the Affiliating University (University of Calicut) or the relevant Government Authority for the respective academic year.

### **4. Refund Rules & Percentage**

If a student chooses to withdraw from the program of study, the institution shall refund fees remitted by the student based on the following five-tier system recommended by the UGC:

Sl No.	Category	Time of Withdrawal Request	Percentage of Refund of Fees*
1.	Tier 1	15 days or more before the formally notified last date of admission.	100%
2.	Tier 2	Less than 15 days before the formally notified last date of admission.	90%

3.	<b>Tier 3</b>	15 days or less after the formally notified last date of admission.	<b>80%</b>
4.	<b>Tier 4</b>	30 days or less, but more than 15 days, after the formally notified last date of admission.	<b>50%</b>
5.	<b>Tier 5</b>	More than 30 days after the formally notified last date of admission.	<b>0%</b>

- Note on Processing Fee: In the case of Category Tier 1 (100% refund), the institution may deduct a processing fee of not more than ₹1,000 (Rupees One Thousand only) from the total amount.

#### **5. Refund of Caution Deposit**

Irrespective of the time of withdrawal, the Caution Deposit (if collected) shall be refunded in full to the student upon submission of the necessary clearance forms.

#### **6. Procedure for Claiming Refund**

To ensure a smooth refund process, students must adhere to the following procedure:

- Written Application: The student must submit a formal application for cancellation of admission to the Principal/Administrative Office.
- Required Documents:
  1. Original Fee Receipt.
  2. Copy of the Student's ID (or Admission Memo).
  3. Bank Account details (Passbook copy) for the transfer of funds.
  4. No Dues Certificate: The student must obtain a "No Dues" clearance from the library and verified Departments if classes have already commenced.

#### **7. Processing Timeline**

Upon receipt of a valid and complete application, the college administration shall process the refund within 15 working days. The amount will be transferred directly to the student's or parent's bank account. Cash refunds are generally discouraged to maintain financial transparency.

#### **8. Grievance Redressal**

If a student believes that their refund request has been withheld unjustly or calculated incorrectly in violation of this policy, they may approach the Grievance Redressal Committee of KAHM Unity Women's College for a review.



Principal

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