



UNIVERSITY OF CALICUT

Abstract

School of Distance Education - Refund of of fee remitted by the students- directions- in accordance with the UGC Guidelines- implemented - Orders Issued.

School of Distance Education

U.O.No. 16358/2022/Admn

Dated, Calicut University.P.O, 26.08.2022

*Read:-*1. U.O No.12499/2022/admn dated 24-06-2022
2. UGC Notification on Refund of fee and Non-Retention of original Certificates dated october 2018.

ORDER

1. The Syndicate at its meeting held on 09-06-2022 has resolved to approve the recommendations of the Standing committee on SDE that to refund the fee remitted by the students in School of Distance Education, as per UGC guidelines which has been implemented vide paper read (1) above.
2. Vide paper read (2), the UGC issued elaborate instructions in connection with the refund of fee remitted by students in which Clauses 4.1.3, 4.1.4 and 4.1.5 read as follows:
4.1.3 : If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees remitted by the student.

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.

Note : Caution money and security deposit , which are not part of the fees chargeable , shall be refunded in full.

4.1.4 : In case of (1) in the table above , the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student , subject to a maximum of Rs.5,000/- as processing charges from the refundable amount.

4.1.5 : Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

Sanction has been accorded by the Hon'ble Vice Chancellor on 19/08/2022 to implement the aforesaid UGC guidelines.

The above mentioned UGC guidelines (Clauses 4.1.3, 4.1.4 and 4.1.5) issued on the remittance and refund of fees are made applicable to the school of Distance Education, w.e.f. the date of this U.O.

Orders are issued accordingly.

Ebrayi Kaniyankandi

Deputy Registrar

To

All sections, SDE

Copy to : PS to VC/ PA to Registrar/PA to FO/JD, KSAD/Suvega/AD DR

Forwarded / By Order