



## FEE REFUND POLICY FOR THE ACADEMIC YEAR 2026–27 (Proposed for Approved by the Executive Council)

### 1. Preamble

St Aloysius (Deemed to be University), Mangaluru, is committed to ensuring a transparent, equitable, and student-friendly mechanism for the refund of fees. Accordingly, the Executive Council proposes the Fee Refund Policy for the academic year 2026–27 in strict conformity with the UGC Fee Refund Policy (2024–25) and the UGC Notification on *Refund of Fees and Non-Retention of Original Certificates* (October 2018). These national regulations remain in force for subsequent academic sessions until revised. By adopting this policy, the University affirms its responsibility to protect students' financial interests while upholding the highest standards of regulatory compliance. For operational implementation, the Executive Council has fixed **30 June 2026** as the *formally notified last date of admission* for all programmes under the University for the academic year 2026–27.

### 2. Full Refund Provisions

St Aloysius (Deemed to be University) will grant a **full refund of fees** to any student who cancels or withdraws admission **on or before 30 June 2026**, subject only to a maximum deduction of ₹1,000 as a processing fee, in accordance with UGC norms. This provision ensures that students retain the flexibility to change their academic decisions without undue financial burden. The University will implement this clause uniformly across all programmes and Schools to maintain consistency and fairness.

**Table 1: Full Refund Eligibility**

Time of Withdrawal	Refund Amount	Maximum Deduction
On or before 30 June 2026	100%	₹1,000

### 3. Refund Schedule Beyond 30 June 2026

Beyond the formally notified last date of admission, St Aloysius (Deemed to be University) will strictly implement the five-tier refund structure mandated by the UGC Notification (October

2018). This structure ensures uniformity and predictability in the refund process while balancing student welfare with institutional commitments.

**Table 2: Refund Schedule as per UGC Mandatory Structure**

Sl. No.	Time of Withdrawal (Based on 30 June 2026)	Refund Percentage
1	15 days or more <i>before</i> last date (1 June – 14 June 2026)	100%*
2	Less than 15 days before last date (15 June – 30 June 2026)	90%
3	Within 15 days <i>after</i> last date (1 July – 15 July 2026)	80%
4	Between 16 and 30 days after last date (16 July – 30 July 2026)	50%
5	Beyond 30 days after last date (from 31 July 2026 onward)	No Refund

\* *Processing fee up to 5% of fees or ₹5,000 (whichever is lower) as per UGC.*

St Aloysius University will enforce this schedule without deviation, ensuring complete compliance with national regulations.

#### 4. Refund Timelines

The University will ensure that all refunds eligible under this policy are processed **within 15 days** from the date of receiving the student's written request. This timely processing reflects the University's commitment to transparency and responsible governance and prevents unnecessary inconvenience to students and parents.

#### 5. Treatment of Caution Money & Security Deposits

Caution money and security deposits are not considered part of the tuition or academic fees and will therefore be refunded **in full**, irrespective of the date of withdrawal. These deposits will be returned once the student completes the necessary clearance procedures. St Aloysius University will ensure that no deductions are applied to such refundable deposits, as mandated by UGC regulations.

#### 6. Applicability

This refund policy applies to **all academic programmes**—undergraduate, postgraduate, doctoral, diploma, and certificate—offered under St Aloysius (Deemed to be University). It also applies to all modes of admission, whether conducted directly by the University or through third-party bodies such as national counselling agencies, consortiums, or committees conducting admissions on behalf of the University. In all cases, the University remains fully responsible for processing refunds in compliance with UGC guidelines.

#### 7. Verification and Non-Retention of Original Certificates

In adherence to UGC's strict mandate, St Aloysius (Deemed to be University) will not retain any original academic or personal certificates from students at any stage of the admission process. The University will only collect **self-attested copies** of documents and will verify the originals **in the presence of the student**, returning them immediately after verification. This practice safeguards students' rights and prevents misuse or unauthorized retention of essential documents.

## 8. Grievance Redressal Mechanism

Any delay or wrongful denial of a legitimate refund will be treated as a grievance under the *UGC (Redressal of Grievances of Students) Regulations, 2023*. Students may submit complaints to the University's Grievance Redressal Cell, and the University will ensure that all such grievances are resolved **within 30 days**. Cases requiring further intervention will be forwarded to the University Ombudsperson, in full compliance with UGC regulations. This structure ensures that students have access to transparent and accountable mechanisms for redressal.

## 9. Compliance and Punitive Provisions

St Aloysius (Deemed to be University) will ensure full compliance with all UGC policies related to fee refunds and document handling. Non-compliance attracts punitive measures as specified in the 2018 UGC Notification, including withholding of grants, withdrawal of approvals, public disclosure of violations, and other actions deemed appropriate by the Commission. The University is committed to upholding all regulatory obligations to maintain its credibility and accountability.

## 10. Executive Commitment

The Executive Council reaffirms its dedication to student welfare, regulatory compliance, and transparent governance. Implementing this Fee Refund Policy demonstrates the University's commitment to fairness, financial integrity, and ethical conduct. Through this policy, St Aloysius (Deemed to be University) ensures a supportive environment where students' rights and interests are protected at every stage of the admission process.

## 11. Conclusion

The Fee Refund Policy for the academic year 2026–27 reflects the University's proactive approach toward fostering trust, clarity, and fairness in all student-related matters. By aligning with UGC norms and ensuring a transparent and systematic refund process, St Aloysius (Deemed to be University) strengthens its reputation as a student-centric institution dedicated to national standards of excellence.



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