

Xavier University, Patna

Fee Refund Policy

In compliance with the guidelines issued by the University Grants Commission (UGC) regarding the refund of fees and non-retention of original certificates, Xavier University, Patna has framed the following policy governing the refund of fees to students who withdraw from the academic programme after securing admission.

1. General Principles

- i. The refund of fees shall be governed strictly in accordance with the timelines prescribed by the UGC.
- ii. Students who wish to withdraw their admission must submit a written application for withdrawal addressed to the Registrar, clearly mentioning their admission details, programme name, and reason for withdrawal.
- iii. The date of receipt of the written withdrawal request by the University shall be treated as the effective date for calculating the refund amount.
- iv. Refunds shall be processed only after the student surrenders the original fee receipt and other university-issued documents (if any).
- v. All refunds, wherever applicable, shall be made to the candidate's bank account through cheque within 7 days from the date of receiving the withdrawal request.

2. Refund Timelines and Percentage of Refund

S. No.	Percentage of Refund of Fees	Point of Time When Notice of Withdrawal of Admission is Served
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 the formally notified last date of admission
5	0% (No Refund)	More than 30 days after the formally notified last date of admission

Note: A processing fee of ₹1,000/- shall be deducted from the refundable amount in case of 100% refund, as permitted by UGC norms.

3. Special Conditions

- i. The "formally notified last date of admission" refers to the date officially announced by the University for the closure of admissions for the particular academic year.

- ii. Refund rules are applicable only to tuition and other refundable fees. Non-refundable components such as registration fees, admission fees, or charges for services already availed (e.g., medical insurance, student kit, etc.) shall not be refunded.
- iii. Fees paid for uniform, or transportation services shall not be refunded.
- iv. In case of cancellation of admission by the University for non-compliance with eligibility criteria or submission of false documents, no refund shall be applicable.
- v. If a candidate has been granted provisional admission and subsequently withdraws or cancels the admission, no refund of fees shall be applicable under any circumstances.

4. Mode and Timeline of Refund

- Refunds shall be made only through cheque /electronic transfer to the bank account of the student/parent as per the details provided in the withdrawal application.
- The University shall process eligible refunds within 7 working days from the date of receipt of the complete withdrawal application.

5. Dispute Resolution

Any grievance related to fee refund shall be addressed by the Students' Grievance Redressal Committee (SGRC) of Xavier University, Patna. The decision of the Committee shall be final and binding.

6. Compliance

This policy aligns with the UGC (Refund of Fees and Non-Retention of Original Certificates) Regulations and shall be reviewed periodically to remain compliant with any revised UGC or Government of India directives.