

Circular No. 40/2023

Sub: Guideline for Admission Cancellation and Refund of Fee for the students admitted in Academic Year 2023-24.

It is hereby informed to all Principals/Heads that the guideline for Admission Cancellation and Refund of fees for the Students admitted in Academic Year **2023-24** is as under:

A. Cancellation of Admission:

For the cancellation of admission for **Academic Year 2023-24** students shall apply through **ERP only**. Such students can visit <https://erp.ganpatuniversity.ac.in> and login using their **ERP User ID** and **Password**. For detailed information for cancellation of admission please refer to the **Annexure-A**.

The candidate has to submit the original fee receipt, No-Due Certificate & College ID-Card in Original at respective Institute, if applicable.

B. Refund of Fees for the students admitted in A. Y. 2023-24 only

1. In case of cancellation of admission for whatsoever reason, the college or institution in which the candidate has taken admission shall process the Admission Cancellation formalities through Online Portal and University will refund the fee as per the guideline mentioned in table below;
2. The refund of fees will be deposited online to the A/C (as per information provided by the student) after completion of Admission Cancellation Process.

Sr. No.	Particular	Refund Amount
1	Up to 30th September 2023	Entire fee paid by the candidate will be refunded
2	If the date of Submission of Online Application for Admission Cancellation is during 1st Oct. - 31st Oct. 2023 .	Fee paid refund after deduction of Rs.1000/- as administrative charges
3	If the date of Submission of Online Application for Admission Cancellation is after October 31, 2023 .	As per UGC Notification

Note:

- 1) In case of students admitted through ACPC/ACPDC/Medical, the guideline of respective bodies shall be followed.
- 2) In case of cancellation of admission at college or institute level on the request of the student after the deadline mentioned in table, s/he shall be liable to pay the fees for the current semester.

All Principals and Heads of the Constituent Institutions /Colleges /Departments/Centers are informed to communicate the date of closure of admission of respective programmes to the university office and also bring to the notice of all students and concerned staff members.

F. No. 57/GUNI/Notification/792/2023

Date: 12.07.2023



(Dr. Girish N. Patel)
Executive Registrar (Admin)

To,

- 1) All Executive Deans
- 2) All Associate Executive Deans
- 3) All Deans/Principals & Heads//Chairpersons of the Constituent Colleges /Institutes/Departments/ Centers

Copy To,

- 1) Sr. Director (Accreditation, Assessment & Ranking)
- 2) Director (Research & Development/ Placement & Executive Education)
- 3) All Section Heads, GUNI

c.f.w.c to,

- 1) Pro Chancellor & Director General, GUNI
- 2) Pro Vice Chancellors, GUNI
- 3) Deputy Pro Vice Chancellors, GUNI

Encl.:

Annexure - A: Process Flow of Admission Cancellation through ERP Portal

Annexure-A:

Process Flow of Admission Cancellation through ERP:

1. <https://erp.ganpatuniversity.ac.in> and login using their ERP **User ID** and **Password**.

Note: For the query related to **User ID** and **Password** for Login GUNI - ERP the candidate may contact the Student Section of respective Institute.

2. Click on the **“Student Admission Cancellation Request”** option. Verify/Fill the required Information correctly and Candidate submit request on ERP portal

Home / Dashboard

Students

- Student Academics
- Enrollment Information
- General/Educational Information
- Student/Gaurdian Address Information
- Student Admission Cancellation Request**
- Document Upload
- Enrollment Verification
- Transportation Request
- Transport Cancellation Request
- Internet Registration Request Form
- My Fees Receipt

Transactions

STUDENT ADMISSION CANCELLATION REQUEST

Notes : Students are requested to fill require data properly and then Submit. Once Submitted , it wi again.

Institute: MEHSANA URBAN INSTITUTE OF SCIENCES
Degree: BACHELOR OF SCIENCE IN CHEMISTRY
Full Name: ARORA PRINCE ARVINDKUMAR
Mobile No: 8128287791
Email ID: princearora1011stark@gmail.com
Address: 17 SWASTIK SOCEITY TAVADIA CHOKDI VISHNAGAR LINK RD, MEHSANA 384001, GUJARAT
Pincode: 384001

Reason for Cancellation of Admission

Specify the Refund collection option after cancellation

Collect from Institute by self By Post or Courier None (No Refund Required)

3. Principal/Head of the respective Institute will put remarks in the admission cancellation application from his/her ERP account after counselling the candidate.
4. Admin section will check details and put remarks and forward to the University Office.
5. The University Office will check details and approve the cancellation of admission and forward the application in the account section if refund of fees required in the a/c as per details provided by the student (if any).



ज्ञान-विज्ञान विमुक्तये

प्रा. मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



भारत 2023 INDIA

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II)

3 July 2023 / 12 अषाढ़ 1945

Subject: Fee Refund Policy 2023-24

Respected Madam/Sir,

The University Grants Commission receives many representations/complaints from the students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

Students should be allowed a full refund of fees within a specified period to opt for a course they choose.

The Commission has considered the matter in its 570th meeting held on 27 June 2023, and after considering the relevant factors decided, the following fee refund policy for the academic session 2023-24:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admission/migrations of students up to 30 September 2023 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2023.
- For any admission schedule extending/commencing beyond/after 31 October 2023, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category	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

Contd...

व्युद्येव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337 | Fax : 011-2323 8858 | E-mail : secy.ugc@nic.in

It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023 wherein "*delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time*" has been defined as one of the grievances.

The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2023-24 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Any HEI violating the provisions of UGC Fee Refund Policy 2023-24 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

With regards,

Yours sincerely,



(Manish Joshi)

To,

- **The Vice-Chancellors of all Universities**
- **The Principals/Directors of all Colleges / Institutes.**