

VENKATESHWARA OPEN UNIVERSITY

Lekhi Village, Naharlagun, Papum Pare Distt, Arunachal Pradesh – 791 110

FEE REFUND POLICY

1. Introduction

This policy outlines the norms for cancellation of admission and refund of fees for students admitted to various programs of the university, in line with the University Grants Commission (UGC) Guidelines. The objective is to maintain fairness, transparency, and compliance with regulatory mandates.

2. Fee Refund Norms (for Academic Year 2022-23 onwards)

As per the UGC Notification F. No. 6-1(7)/2022(CPP-II), the refund of fees shall be processed as follows:

Time of Cancellation	Refund Amount
15 days or more before the formally notified last date of admission	100% refund of fees (after deduction of not more than ₹1000 as processing fee)
Less than 15 days before the formally notified last date of admission	90% of the fees
15 days or less after the formally notified last date of admission	80% of the fees
30 days or less but more than 15 days after the formally notified last date of admission	50% of the fees
More than 30 days after the formally notified last date of admission	No refund

Note: The last date of admission shall be as per the academic calendar or notification issued by the university or relevant regulatory body.

3. Processing Time

- All eligible refunds will be processed within 15 working days from the date of receipt of the written application for withdrawal of admission along with relevant documents.

4. Mode of Refund

- Refunds will be made through bank transfer or cheque to the account of the student or parent/guardian, as per details provided.

5. Special Provisions

- Caution money and security deposits (if any), which are not part of the tuition fee, shall be refunded fully upon withdrawal, subject to clearance of dues.
- No interest is payable on any amount refunded.
- Refund requests must be submitted in writing, duly signed by the student and parent/guardian.

6. How to Apply for Refund

The student must submit a written application for withdrawal along with:

- Original fee receipt
- Admission letter or enrolment confirmation
- ID proof
- Bank details (for electronic transfer)
- Reason for withdrawal

The application must be submitted to the Admission Office or Registrar's Office.

7. Jurisdiction

Any dispute relating to this policy shall be subject to the jurisdiction of Court located at Itanagar.