



Government of Goa

DIRECTORATE OF HIGHER EDUCATION

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CIRCULAR

The University Grants Commission (UGC) has issued a circular vide no.F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024, regarding the refund policy for the academic year 2024-25. This directorate instructs all the colleges under its administrative control to strictly adhere to this policy to ensure compliance and fairness to all our students.

Key Points of the UGC Refund Policy:

1. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.
2. 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 admissions/migrations of students up to 30th September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31st October 2024.
3. For any admission schedule extending/commencing beyond/after 31st October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply.

Action Required:

1. Ensure that all concerned are informed about this policy.
2. Display this circular prominently on the college notice board.
3. Make this circular available on the college website under the "Notices" section for easy access by students and parents.

All the heads of the department are instructed to follow these guidelines meticulously. Any deviations from the prescribed policy will be taken seriously and addressed appropriately.

(Bhushan Savoikar)

Director of Higher Education

To all concerned officials.

Copy to,

1. Accounts Section, Directorate of Higher Education, Goa.