

FEE REFUND POLICY

General

This policy outlines the principles and procedures governing the refund of fees to students who withdraw from a course, cancel admission, or discontinue studies at Wadihuda Institute of Research and Advanced Studies (WIRAS). The objective is to ensure transparency, accountability, and fairness in all financial dealings with students and parents. This policy applies to all Under Graduate and Post Graduate programmes offered by WIRAS and also applies to all types of fees paid directly to the institution (such as tuition, admission, or special fees).

Refund Eligibility

Refund eligibility will depend on the time of withdrawal of admission, as per UGC norms.

The general refund structure is as follows:

Sl. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received
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%	Within 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

(Inclusive of course fees and non-tuition fees but exclusively of caution money and security)

College shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of ₹ 5000/- as processing charges from the refundable amount.

SC/ST/OEC Candidates shall also remit the fees if they discontinue the course before their fees are sanctioned by the Government/the Department concerned, to avoid loss of revenue to the Institution.

General Guidelines

- All fee refunds will be made in accordance with the University Grants Commission (UGC) Fee Refund Policy
- Refunds shall be processed only upon submission of a written request for withdrawal of admission by the student or parent/guardian.
- Refunds will be made only through electronic bank transfer to the student's registered bank account.
- No cash refunds will be permitted under any circumstances.
- The date of receipt of the written withdrawal request will be considered the effective date for calculating the refund amount.

Procedure for Applying for Refund

- Submit a written application addressed to the Principal, WIRAS, stating the reason for withdrawal.

Attach the following documents

- Original fee receipts
- ID proof
- Bank account details for refund (in the student's name)

Once verified, the refund will be processed within 15 working days from the date of approval.

Non-Retention of Original Certificates

In line with UGC norms:

- WIRAS shall not retain original documents of students during admission.
- Only self-attested copies of certificates shall be kept for record purposes.
- All original certificates will be returned immediately after verification.

Grievance Redressal

Any grievance related to fee refund may be addressed to the College Fee Refund Committee, chaired by the Principal, within 30 days of the issue. All grievances will be handled as per the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Policy Review

This policy will be reviewed periodically to remain consistent with the latest UGC, and State Government directives.

Principal

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