

हम अलग हैं, हम ALARD हैं,

Out No.: AUP/RO/Notification/2025-26

Date:20/03/2025

NOTIFICATION

Subject – Fees Refund Policy for Academic Year 2025-26

As per the circular received from University Grant Commission (UGC), it is hereby notified for information of all concerned that the Alard University, Pune has published the Fees Refund Policy on Cancellation of Admission for your information and perusal. The guidelines of Fees Refund Policy on Cancellation of Admission are as listed below.

- 1) Applicability and Enforcement
- 2) Procedure for Cancellation / Withdrawal of Admission
 - Rules for Refund of Academic fess.
 - Provisional Admission Cancellation.
 - Refund of fees in other cases.
 - Transfer of fees in case of Transfer of admission to another school.
 - Nonrefundable fees.

The policy will come into force with immediate effect.


Registrar

Copy for information to,

1. Office of the Secretary
2. Office of the Vice Chancellor
3. Administrative Office
4. All the Deans
5. Head (Admission)
6. Finance / Account Office



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POLICY FOR REFUND OF ACADEMIC FEES ON CANCELLATION OF ADMISSION

1) APPLICABILITY AND ENFORCEMENT

- The Policy is applicable to all Undergraduate and Postgraduate Programs offered by Alard University, Pune.
- The Policy will be effective for the Academic Year 2025-26 and shall have regulatory force on extent as well as future grievances over issues and matters covered herein.
- The Fees charged are for the full Academic Year and is to be paid at the beginning of the Academic Year.
- The cut-off dates for all admissions will be notified separately as per the directives of the University Grants Commission.

2) PROCEDURE FOR CANCELLATION / WITHDRAWAL OF ADMISSION

- A student seeking cancellation must submit an application in the prescribed format (**Annexure I**) within the stipulated timeline.
- The University shall process the cancellation and refund the eligible amount as per policy within the prescribed timeframe, based on the date of receipt of the written application.
- Student must attach a copy of the fee receipt and a cancelled cheque or bank account details from which the fee was paid.
- Refund shall be processed only upon submission of the prescribed refund application form.

RULES FOR REFUND OF ACADEMIC FEES

Category	% of refund of fees*	Point of time when Student applies for withdrawal/ cancellation of admission *
I	100%	If students cancel the admission before 15 th October 2025- After deducting Processing Fee of. ₹. 1,000/- balance fees will be refunded.
II	90%	If students cancel the admission between the period 16 th October 2025 to 31 st October 2025- After deducting 10% of total academic fees + Processing Fee of. ₹. 1,000/- balance fees will be refunded.
III	80%	If students cancel the admission between the period 01 st November 2025 to 15 th November 2025 - After deducting 20% of total academic fees + Processing Fee of. ₹. 2,000/- balance fees will be refunded.



IV	50%	If students cancel the admission between the period 16 th November 2025 to 30 st November 2025 - After deducting 50% of total academic fees + Processing Fee of. ₹. 2,000/- balance fees will be refunded.
V	0%	If students cancel the admission after 30 th November 2025 - No fees will be refunded the students has to pay full academic year fees.

*** Subject to modification in accordance with guidelines received from the UGC.**

(Fees chargeable are for the full Academic Year, For the convenience of the students, the payment of fees is permitted in two instalments)

- The cut-off dates for all admissions will be notified separately as per the directives of the University Grants Commission.
- Admission after the last date will be treated as late admissions and the refund policy mentioned in the above table will not be applicable for such students. The entire amount of first year fees would be non-refundable in such cases.
- Last date of admission may be changed / extended as per guidelines of UGC /governing authorities.
- All days are inclusive in calculation.
- If a student does not attend the odd/even semester and requests a refund of the first or second installment fees, or the total academic fees, no refund will be granted for whatsoever reason. Additionally, the student will be required to pay the entire amount of the total academic fees in full for continuing academic fees.

PROVISIONAL ADMISSION CANCELLATION

- In case a student applies to withdraw / cancel his / her 'Provisional Admission', then for the refund of fees remittance of refund after deducting Processing Charges of ₹. 1,000/.

REFUND OF FEES IN OTHER CASES

- In case, the admission of student is cancelled on account of disciplinary action or violation of Anti-Ragging Regulations, Substance Abuse, or breach of the Code of Conduct or any other Rules & Regulations of the University, No Refund of fees is permissible.
- In case, the admission of a student is canceled/terminated on account of non-fulfilment of eligibility criteria, no Refund of fees is permissible.



- In any other case which is not covered in these rules, the decision taken by the Vice Chancellor and Registrar would be final and binding.

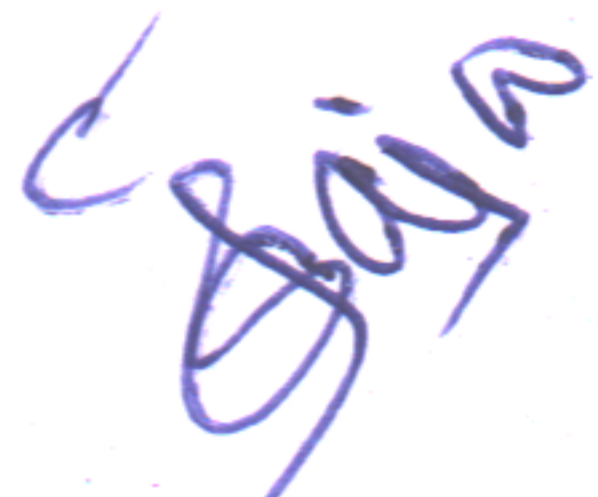
TRANSFER OF FEES IN CASE OF TRANSFER OF ADMISSION TO ANOTHER SCHOOL

In case the student applies for transfer of admission from one School of AUP to another School of AUP, the transfer application shall be processed and if approved by the University, the transfer of fees shall be as under,

- If the student applies for transfer of admission to another school of the University before the commencement of the program, then 100% of fees shall be transferred to the other school. However, applicable administrative charges would be charged.
- In case, the program fees are different, then the student will have to pay the difference in the fees, or else the amount will be adjusted in the next instalment/ refunded to the student.
- If the student applies for transfer of admission to another School of the University, after commencement of the program, then the proportionate amount of academic fee shall be deducted and remaining amount after deductions shall be transferred to the other School.
- In case, the program fees are different, then the student will have to pay the difference in the fees or else the amount will be adjusted in the next instalment/ refunded to the student. However applicable administrative charges would be charged.
- If the student applies for transfer of admission to another School of the University and his/her transfer is approved by the University then the first School from where the student has been transferred will hand over certificates/ documents to the student, to enable him/her to submit the documents /certificates in the other School.

NON- REFUNDABLE FEES

- Application Form Fee
- Entrance Test Fees



Registrar

