



# Mahatma Gandhi University

## महात्मा गांधी विश्वविद्यालय

(Established by State Govt. of Sikkim, U/S 2(f) of the U.G.C Act , 1956, Govt of India  
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## Fee Refund Policy

Here is a comprehensive Fee Refund Policy webpage for Mahatma Gandhi University, Sikkim, aligned with the latest UGC guidelines for 2025-26. This page provides clear, transparent information to students and parents.

### Introduction

Mahatma Gandhi University, Sikkim, is committed to maintaining transparency and fairness in all financial matters. In compliance with the University Grants Commission (UGC) Fee Refund Policy, the university has adopted a comprehensive refund framework to address fee refunds in cases of admission cancellation, withdrawal, or migration.

This policy applies to all programs offered by MGU, Sikkim, for the academic year 2025-26 and subsequent years until revised by the UGC.

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### Applicability

**This refund policy is applicable to:**

All students admitted to undergraduate, postgraduate, diploma, and certificate programs.

Admissions cancelled or withdrawn by students for any reason.

Students migrating to other institutions.

All categories of fees collected by the university, including tuition, admission, and other academic fees.

**Note: Caution money, security deposits, and refundable deposits (not part of the fee structure) will be refunded in full, irrespective of the timing of withdrawal.**

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### UGC Fee Refund Policy 2025-26

As per the latest UGC guidelines, the following refund structure will be followed:

#### 1. Full Refund Period (Up to September 30, 2025)

Students who cancel their admission or withdraw on or before September 30, 2025, will receive a 100% refund of all fees paid, without any deduction.

#### 2. Refund with Processing Fee (October 1 – October 31, 2025)

Students who cancel their admission or withdraw between October 1 and October 31, 2025, will receive a refund after deducting a processing fee of Rs. 1,000 (maximum).

### **3. Refund Based on Timing (After October 31, 2025)**

For admissions extended beyond October 31, 2025, or for withdrawals after the above-mentioned dates, the following refund percentages will apply based on the formally notified last date of admission:

Time of Withdrawal	Refund Percentage
15 days or more before the last date of admission	100%
Less than 15 days before the last date of admission	90%
Within 15 days after the last date of admission	80%
More than 15 days but less than 30 days after the last date of admission	50%
More than 30 days after the last date of admission	0% (No Refund)

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#### **Refundable and Non-Refundable Components**

##### **Refundable:**

Tuition fees

Admission fees

Laboratory/Library fees (if applicable)

Caution money and security deposits (refunded in full)

##### **Non-Refundable:**

Application/Registration fee

Prospectus fee (if purchased)

Processing fee (up to Rs. 1,000, as applicable)

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## **Procedure for Fee Refund**

### **Step 1: Submit Written Application**

Students seeking a refund must submit a written application for cancellation/withdrawal to the Admissions Office or Registrar's Office on the prescribed format.

#### **Application must include:**

Student's full name, registration/roll number, program, and contact details

Reason for withdrawal/cancellation

Original fee receipt(s)

Bank account details (for online refund)

### **Step 2: Document Submission**

Submit the following documents along with the application:

Original admission letter

Original fee receipts

ID proof (Aadhaar card/Passport/Driving License)

Bank account details (Passbook copy or cancelled cheque)

### **Step 3: Verification & Processing**

The university will verify the application and supporting documents. Once approved, the refund amount will be processed.

### **Step 4: Refund Payment**

The refund will be credited to the student's bank account via NEFT/RTGS within 15 days from the date of submission of the complete application.

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## **Important Guidelines**

**Timely Submission:** Students must submit refund applications promptly. Delays in submission may affect refund eligibility.

**Complete Documentation:** Incomplete applications or missing documents will delay processing.

**No Cash Refunds:** All refunds will be processed through bank transfer only. Cash refunds will not be entertained.

**Original Certificates:** The university does not retain original certificates/mark sheets. Students must collect all original documents at the time of withdrawal.

**Grievance Redressal:** Any issues or grievances regarding fee refunds should be addressed to the Grievance Redressal Cell or the Registrar's Office.

**Policy Compliance:** This policy is in strict compliance with UGC regulations. Any delay or denial of refund beyond the stipulated timeline will be treated as a serious breach and reported to UGC.

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### **Special Cases**

#### **Death or Serious Illness**

In case of the death of a student or serious medical condition preventing continuation of studies, the university will provide a full refund upon submission of relevant supporting documents (death certificate, medical certificate from a registered medical practitioner, etc.).

#### **Migration to Other Institutions**

Students migrating to other universities/institutions must submit a Migration Certificate application along with the refund request. The refund will be processed as per the applicable timelines.

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#### **UGC Grievance Mechanism**

Students who face issues with fee refunds may file a complaint with the UGC under the UGC (Redressal of Grievances of Students) Regulations, 2023.