



Fee Refund Policy (India)

As per UGC guidelines (especially the May-2024 and earlier UGC Notifications), higher education institutions must follow these rules for refund of fees and non-retention of original certificates.

When withdrawal/notice of cancellation/ admission withdrawal is made	% Refund of Aggregate Fees
100%	If the student withdraws 15 days or more before the formally notified last date of admission.
90%	Less than 15 days before the formally notified last date of admission.
80%	Within 15 days after the formally notified last date of admission.
50%	Between more than 15 days and up to 30 days after the formally notified last date of admission.
0%	More than 30 days after the formally notified last date of admission.

Other important points:

- HEIs should issue full refund (or nearly full), for cancellations up to **30 September** for the admission session, with a **maximum processing fee of Rs. 1,000** deductible if the refund request is made by **31 October**.
- The policy remains valid for all recognised universities/colleges under UGC and other statutory bodies, until changed.

Sikkim Skill University – Fee Refund Policy

Purpose: To ensure transparent and fair refund of fees when a student withdraws admission, in compliance with UGC Guidelines.

1. Full Refund (100%)

If a student cancels/withdraws admission **15 days or more before** the formally notified last date of admission, all fees paid will be refunded in full. Only a nominal processing charge (not exceeding Rs. 5,000 or a small fixed amount as decided by SSU) may be deducted.

2. 90% Refund

If admission is withdrawn **less than 15 days before** the formally notified last date of admission.

3. 80% Refund

If withdrawal occurs **within 15 days after** the last date of admission.

4. 50% Refund

If withdrawal takes place **more than 15 days but up to 30 days** after the formally notified last date of admission.





SIKKIM SKILL UNIVERSITY

EDUCATION FOR ALL

5. **No Refund (0%)**
If withdrawal is made **more than 30 days** after the formally notified last date of admission.
6. **Special Period (Up to 30 September)**
For admissions or migrations cancelled up to **30 September**, full refund will be provided (subject to minor processing fee, not more than Rs. 1,000) if requested by **31 October**.
7. **Processing** **Fee**
Should the University deduct a processing fee, the maximum cap is Rs. 1,000 or as per the amount allowed by UGC.
8. **Timeline for Refund**
SSU shall refund the eligible amount within **15 days** of receiving a written request from the student.
9. **Non-retention of Original Certificates**
SSU shall not retain original academic documents (marksheets, certificates) of students at the time of admission. These should be submitted later, as per required norms.
10. **Grievance Redressal**
If a student is not satisfied with the refund process, they may file a complaint with SSU's Grievance Redressal Cell, or through UGC's Redressal of Grievances of Students Regulations, 2023.

Thanks & Regards,

(Registrar)

Sikkim Skill University

Sikkim Skill University
Copy to: Sikkim



- Hon'ble Vice-Chancellor
- Finance Officer
- All Deans / Department Heads
- University Website & Notice Board

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